Orange Cove Neighborhood Library
Fresno County Public Library
Fresno, California

BUILDING PROGRAM

November 2003

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I. General Introduction to Project

For 88 years the Orange Cove Neighborhood Library has provided library services from a series of leased facilities, which were not designed to be libraries. The Orange Cove Neighborhood Library construction project represents a major milestone for the community—the opportunity to build the first permanent Orange Cove Neighborhood Library. The library site is located in the downtown area of the small city, with convenient, walking access to schools, shopping, city offices and the senior center. Timing for construction of the long-awaited library is excellent, with multiple initiatives underway in Orange Cove in the areas of education, economics and quality of life improvement. The service area community is poised for transformation, and will rely on an equally transformed neighborhood library to accomplish many of its goals. The library will be a permanent anchor, serving a community that is 87.7% Hispanic, economically poor, and home to an unusually high percentage of young families. Residents of Orange Cove have many reasons to hope for a brighter future for themselves and their children.

A. Overview of the Need for the Project

The following building program defines the requirements for a new 9,672 square foot Library, the first permanent, County-owned library for the service area, which has operated from leased facilities for 88 years.

The new Orange Cove Neighborhood Library will be centrally located in the downtown of the small city, and service area residents will be able to walk to the library from residential neighborhoods, all of the service area schools, shopping areas, parks, the city offices and the senior center. The library will be located in the heart of the city, and will be an important destination—an information and experience center for the community. It will be a landmark and a shared source of pride in a community that is working hard and successfully to transform itself through education and expanding opportunities.

The service population of the neighborhood library is projected to reach 14,000 by 2020. The service area is home to a young community, with 43.7% of residents being 19 years of age or younger—a significantly larger school-age proportion than is found in the county as a whole, or in California, or the nation. Currently there are three public schools being served by the Orange Cove Neighborhood Library, with two more schools under construction and one in renovation, so that by 2005 students from six public schools will rely on the services of the neighborhood library. In the service area elementary schools, current enrollment shows that between 56%-66% of kindergarten students are English Language Learners.

Most people in the neighborhood live in families, and within those homes the majority of families have young children. People tend to live in crowded quarters. Educational levels are unusually low as compared to the rest of the county, the state and the nation—more than 70% of residents over-age-25 have not received a high school diploma or GED certificate. Not surprisingly, the community is economically poor, with individual, median income at only $7,897 per year. In fact, the service area has more people living in poverty, (44.54%) than any other city in California.

To break the cycle of poverty in Orange Cove and to help address many associated problems, the City has adopted a strategy and is implementing a phased plan to improve the lives of its residents by creating a more diverse employment base and a more livable city. An impressive number of transforming initiatives have been completed or are underway in Orange Cove in the areas of education, business and economics, and quality of life improvements. The new library will be central to the success of many of the initiatives.

The Hispanic community in the library service area makes up almost 88% (7,693) of the total population, and White, non-Hispanic residents account for 10% (842) of the population. Many Hispanic residents came to the area to work in agriculture, immigrating from Mexico and El Salvador, and putting down roots in the rural community.

The library is key to the success of educational, economic and quality of life initiatives underway in the Orange Cove service area, but at .16 square feet of public space per capita, it is totally inadequate to meet the substantial needs of the service population. By the year 2020, when the population swells by 60% to 14,000, it is hard to imagine how the current facility will be able to provide even the most basic of library service levels. The proposed new facility, the first-ever permanent, County-owned library in Orange Cove, will provide vastly improved services, tailored to meet the educational needs of the community, including:

- A collection of 32,200 books and audiovisual materials in English and Spanish;
- 18 open access public computers plus 10 computer stations for technology training in a Technology Learning Lab;
- A Homework Center, jointly planned by the Library and the School District to meet the considerable needs of school age children and teens in grades K-12;
- 51 reader seats plus 6 seats in a Group Study, Conference and Tutoring Room;
- A Multi-Purpose Community Room to seat 60, which will provide space for regular children's programming and for special programs for teens and adults; and
- An area for two and three-dimensional art and culture displays to include materials related to area history and the predominant Latino culture.

B.   Project Time Schedule

Activity	Date
Planning and Use Permits Obtained	12/03
Schematic Plans Completion	8/04
Design Development Plans Completion	1/05
Working Drawings at 90% Completion	4/05
Construction Documents Completion	5/05
Project Advertised for Bids	6/05
Start of Construction	8/05
Estimated Mid-Point of Construction	1/06
Completion of Construction	6/06
Opening of Library Building to the Public	12/06

C.   Library Building Program and the Architectural Design Process

The building program should serve as a guide for the design team, defining the functional and operational requirements of the neighborhood library. The program addresses the building's environmental qualities and ambience, spatial relationships, and square footage requirements. The program describes overall planning and design considerations for a library and describes the specific and particular, detailed requirements for each space in the Orange Cove Neighborhood Library.

Fresno County, and the Library will use the program as a communications tool in their work with the design team and others involved in the neighborhood library project, to be sure that the completed facility is a functional library that will serve the needs of the community over the coming twenty years. It is expected that over the course of the design phase, the County and the Library will amend and update this original program as needed to reflect changes and adjustments in policy and planning.

D.   Roles and Interrelationships of Library Building Team

Client/Owner
Fresno County will own and maintain the new Orange Cove Neighborhood Library, and representatives of the County will serve on the library project committee. Those representatives will oversee County interests in the project and will direct the work of the design and construction teams. Approval from the County will be required at each phase of the project.

Library
The Fresno County Public Library will operate the new Orange Cove Neighborhood Library as one of its system branches, providing staff, materials and services. Representatives of the Library will serve on the library project committee as advisors, to be sure that design and construction are proceeding as expected and as per the building program, in order to provide a highly functional neighborhood library for the service community

Architect
The project architect will design the Orange Cove Neighborhood Library to meet the guidelines of the building program and the requirements of the site. The architect will work with the Library and the County during the design process and will produce plans, elevations, sections, renderings, specifications and other required documents. The architect will provide time lines and cost estimates for the project—to include both hard and soft costs. During the construction phase the architect will work with the contractor to carry out the design plans.

Interior Designer
An interior designer will be engaged for the project to participate in the selection and layout of furnishings and equipment, and the selection of interior building finishes.

Project Consultants
The library consultant will work with the Fresno County Public Library to determine the library service needs of the community and to prepare a building program to meet those needs. The building consultant advises the architect on the content of the program, participates in design discussions during the design phase, and reviews architectural plans to be sure that they accurately represent the program.

Structural, electrical and mechanical engineers will be hired to serve as consultants on the project. These engineers will participate in the process at specific times during the design process and may serve on the project committee at those times.

Additional consultants may be used at the discretion of Fresno County —lighting consultants, communications consultants, security consultants, acoustical consultants, energy management/sustainability consultants, signage consultants, etc.

II. GENERAL REQUIREMENTS OF THE LIBRARY BUILDING

A. Occupancy by staff and users

The Orange Cove Neighborhood Library has served the community for 88 years, always from leased spaces that were not designed as libraries. The construction of a permanent facility for the Orange Cove Neighborhood Library will be a milestone community achievement for this community, which is poised for transformation. Multiple initiatives are underway in Orange Cove in the areas of education, economics and quality of life improvement, and the community will rely on an equally transformed neighborhood library to accomplish many of its goals.

The library should be a worthy source of shared pride for the community—a structure designed specifically for the small, but growing city, where 87.7% of the population is Hispanic and where local history is deeply rooted in agriculture. Excellent functionality, service flexibility, enduring design and high quality construction will allow the library to inspire hope and pride in current and future generations.   An environmentally sound approach to design and construction must be part of the project from inception to completion. Principles of green building should be employed, whenever feasible.

The neighborhood library is for everyone in the community, and so must be warm, welcoming and approachable. At the same time it must be easily recognizable as a public structure of shared importance.

The neighborhood library will be located at the heart of the city and will serve as a community meeting place, offering a variety of simultaneous services and activities that will need to be accommodated in different areas or zones of the building. The design should help the library to market its services and resources to both Spanish and English speakers, with areas planned for browsing of the collections, student and family literacy and educational support, generous availability of computers and technology training, and a variety of seating choices. Visitors in this bi-lingual community should find navigating the building to be largely intuitive, including locating staff assistance as needed. The building design should not be so complex as to create barriers for staff or visitors, but should be interesting and distinctive.

Staff work areas, both at the public service desks and in non-public areas, must be designed to be ergonomically sound and highly efficient, and it must provide a pleasant and encouraging work environment.

Building flexibility and adaptability should be guiding design principles in order to accommodate current practices, emerging trends, and as yet unknown developments in library service.   The design and construction of the building must include principles of energy efficiency, and must be ecologically sound.

Electronic technology will be a prominent feature of the facility to meet the needs of Orange Cove residents by helping to bridge the "digital divide" experienced by many in this economically poor community.   The design needs to incorporate computer workstations, technology training space and other electronic devices throughout the building. Spaces throughout the building should be designed to be "wireless friendly," to support the use of wireless and hand held devices linked to the library's network. Both

hard-wired and wireless capacity should be sufficient to support growing technology demands and be capable of accommodating new and as yet undeveloped technologies and applications.

The proposed site of the new neighborhood library, at the heart of the city and within walking distance to schools, shopping, government offices and the senior center, will be highly visible and the structure should beautify the city. A well-designed library will draw people in, and then will reward them with interesting and comfortable spaces inside. Specifically, it is important that the building be visually accessible and appealing, safe and secure, comfortable and fully accessible to all, easy to staff and maintain, and operationally sound.

B.   Type and size of collections

The balance among collections, computers to access information, and reader seats has been carefully planned to enable the library to meet users' needs. Computer access has been planned at the upper end of best planning guidelines for this community where most homes do not include a computer or Internet access.

Collections are planned to meet both the print and audiovisual needs and interests of the community and are balanced between English and Spanish languages, based on adult literacy levels, and curricula in the service area schools.

Collections will be organized to most efficiently use the space available and to allow distinctive zones for children, teens and adults.

A design mission of the Orange Cove Neighborhood Library will be to display and promote library materials to increase the public's awareness of the library's resources and to help market its services to the community.

C.   Flexibility and expandability

Over the coming decades, the Fresno County Public Library will experience evolution in collections, services and user needs. Building flexibility should be a guiding design principle in order to accommodate current practices, emerging trends, and as yet unknown developments in library service. The interior layout should remain as adaptable as possible since service needs and collection formats will undoubtedly change.

The projected size of the new Orange Cove Neighborhood Library, at 9,672 square feet, is in keeping with Fresno County Public Library's system-wide collections, facilities and service planning, and the 60% population growth projected for the Orange Cove service area. Consequently, the Orange Cove Neighborhood Library facility, at the current projected size, should serve the community for the foreseeable future, and is not expected to be expanded. However, should an expansion be needed, sufficient space has been identified on the new site to accommodate an additional 3,380 gross square foot expansion on the west end of the building.

Technology is integral to today's libraries, so the building's infrastructure must support current and future use of computing devices throughout—fixed and hand-held. Both hard-wired and wireless capacity should be sufficient to support growing technology demands and developments.

When planning the electronic and mechanical infrastructure of the building, consider distribution strategies for flexible rearrangement/expansion of services and spaces.

The building systems within the library will greatly influence the long-term flexibility. Lighting fixtures, air ducts and registers, electrical power, and communication linkages for computers should be carefully located throughout the library to permit alternative layouts in the future.

The design and construction of the building should include principles of energy efficiency, and should be ecologically sound.

The building design should be open and modular, using load-bearing columns rather than load-bearing walls as much as possible. Interior walls should be kept to a minimum, allowing for reconfiguration of spaces in the future.

Floor loading should allow for 150 pounds per square foot throughout, so that library book stacks can be located anywhere in the building, as necessary.

Avoid the use of rounded walls, except as accents, as they restrict the flexibility of furniture, equipment and shelf placement.

D.   Staff efficiency

Library budget limitations restrict the number of staff who will be available in the Orange Cove Neighborhood Library, so the neighborhood library must be designed to operate effectively with limited staff. Operating effectively means being able to offer a service-oriented program in which the building does not create unnecessary, time-consuming traffic patterns or tasks for staff.

Good visibility not only gives staff the power of facility supervision, and the public a feeling of security, but it can also make it easier for the public to understand the layout of the building and the location of materials. Good visibility makes it easy to give directions because most sections are visible from any point.

It is important that most, if not all, areas of the library be visible from at least one of the service desks.

Streamlining checkout and returns processing through automated materials handling of returns and Express Checkout equipment will provide library users with faster service and more privacy as well as enabling the staff to provide more direct public service and reduce repetitive stress injuries.

Staff needs adequate workspace in non-public areas to operate comfortably and efficiently.

Ergonomic considerations should be incorporated throughout the planning process with particular attention given to the design of staff work areas and the selection of adjustable furniture and equipment.

Adequate storage for library and other building supplies and equipment is essential for maintaining an attractive and uncluttered library appearance.

The locations for interior trash and recycling containers need to be specified in the library design plans. The containers should be large, well marked, easy to empty and consistent with the interior design of the library.

E.   Energy efficiency

The design team must work with library staff to plan a building that will create a comfortable working environment for the public and staff alike, but which will consume as little energy as possible and will meet the provisions of Title 24, California's Energy Conservation code.

The building design should make optimal use of windows, mechanical and electrical systems, ventilation and lighting to take full advantage of natural environmental conditions and to reduce reliance on manmade power-driven systems. When selecting building systems, careful consideration should be given to "Life-cycle Costs" as well as initial costs in order to make energy-wise management decisions.

The new library should take full advantage of daylight for natural lighting during daytime hours.

Consider energy efficiency in the selection of lighting, windows, HVAC and other building systems.

Insulation of floors, walls and ceilings should equal or exceed that required by code to minimize the cost of heating and cooling the building.

Where possible, provide windows that open to allow natural ventilation and cooling.

Install light sensors in the office and in sporadically used spaces.

Optimize the building envelope for balance of heat and light to achieve comfort and efficiency requirements, and use all available strategies to reduce the total amount of cooling and lighting demand.

Plan the building envelope to be in balance with daily and seasonal environmental conditions—temperature, humidity and sunlight.

Calculate the orientation of the building and the placement of windows, doors and other exterior building and site features to take full advantage of day-lighting and weather patterns, as well as security concerns. Carefully designed solar techniques can both reduce the demand for artificial lighting and the load on mechanical heating and cooling systems.

Select building skin, glazing and insulation materials and techniques to enhance R-value efficiency.

Design windows and other building envelope openings to permit natural ventilation as an effective means of reducing the use of power driven systems to provide a comfortable and healthful interior environment. Security issues for protection of the collection must be kept in mind when designing openings in the building envelope.

Library and County staff responsible for maintaining the building should be involved in reviewing the specified equipment with the architect's mechanical consultant in the initial design phases.

F.   Fenestration

Where possible, provide windows that open to allow natural ventilation and cooling.

Operable windows should have secure locking devices, have insect screening, and be as vandal resistant as possible. The building security system will need to be planned so that operable windows must be closed in order for the system to be activated.

The library should maximize the use of natural light without exposing library materials and computers to direct sunlight. Windows should be made of vandal-resistant, double-glazed (meet Title 24 energy standards), glare control glass. Tempered safety and fire-rated glazing should be specified where needed.

Window treatments, easily operable by library staff, but not by library users, should be provided to reduce glare, unwanted heat gain and sunlight. In the Multi-Purpose Community Room and Homework Center, window blinds will need to easily darken the room sufficiently for media presentations.

G.   Space finishes

All interior building finishes should be highly durable and simple to repair/replace with locally/regionally available materials and supplies. Consider giving preference to building materials that have a favorable Life Cycle Assessment (LCA) rating, including materials made of post-consumer or post-industrial recycled materials, renewable materials, materials made of certified wood or other materials that are considered sustainable. Avoid surfaces that require special cleaning routines—waxing, polishing, stripping, etc. Select surfaces that are able to withstand repeated washing and which are vandal resistant. All painted surfaces should be covered in high-quality, standard paint that does not require frequent repainting.

In all areas that will include the regular use of book trucks, install corner and wall bumper guards to preserve wall finishes.

Floor coverings should serve multiple purposes. They should be attractive and should provide acoustic buffering, while also being safe and easy to clean and maintain. In most public and staff areas the preferred flooring system is carpeting. In areas where

carpeting is used, commercial grade, cushion-back carpet tiles, with anti-static and anti-microbial qualities are preferred. Carpeting must be highly durable with a minimum life expectancy of fifteen years, and should have a low, narrow loop for ease of maintenance. At the discretion of the interior designer, a variety of floor covering colors and patterns can be used effectively to define the areas of the building, add design interest, and improve wayfinding.

In entryways, hard flooring with a non-slip surface is required. Include recessed walk-off mats and consider installation of an area drain underneath. Hard flooring (stone, tile, vinyl, rubber, etc.) is also needed in all restrooms, kitchens in the Multi-Purpose Community Room and Homework Center and the Staff Lounge, all storage and equipment rooms and at entrances.

Highly resilient flooring is needed on the staff side of the Circulation Service Desk, to ease potential staff discomfort from long hours of standing.

Before specifying any/all floor coverings, it is recommended that maintenance staff be consulted for their experience and input to insure that library program standards are met.

Overall, the building must require simple, low maintenance, inside and out. Windows should be easily reached for washing, all surfaces must stand up to repeated cleaning, all light fixtures must allow for lamp replacement without unusual equipment, and all specified materials and products must be widely available at reasonable cost.

Finishes and materials should be selected on the basis of their attractiveness and their ability to withstand wear, enhance acoustics, resist graffiti, and their ease of cleaning.

H.   Access for the Disabled

The Orange Cove Neighborhood Library should not only meet all requirements of the Americans with Disabilities Act (ADA), but should also meet the spirit of the law. Modifications and accommodations should be offered that would yield access for library customers and staff with disabilities just as anyone would want/expect for him or herself. People who are either permanently or temporarily disabled will need these accommodations.

The library should be designed to maximize accessibility for all library users of the facility and library services. The building must meet or exceed the guidelines set forth in the Americans with Disabilities Act (ADA). The designers should consider these guidelines broadly with the understanding that many people with disabilities or with physical limitations, who do not consider themselves disabled, will use the library.

Thresholds throughout the building should be flush to allow for the easy movement of wheelchairs, strollers and book trucks.

Special care should be given to the design of restroom facilities so that individuals with disabilities can enter and use the facilities without assistance. The most common complaint heard from library users with disabilities is the difficulty of opening the exterior door to restrooms—consider an electric opener that can be activated from outside the

main restroom door or an "airport type" restroom entry, and design the interior to provide privacy for people inside the restroom.

I.   Acoustics

The maintenance of appropriate noise levels and acoustical separation between the various parts of the library is essential. Use all available architectural and design techniques to achieve this goal so that adults, youth and children may use the facility simultaneously without disturbing each other. The lack of adequate acoustical separation is apparent in the current leased facility and was noted by the public as a service concern.

Consider the acoustical impact when specifying and locating mechanical systems, lighting and plumbing fixtures for the building. Mechanical rooms and ductwork should be well insulated and acoustically baffled, if necessary.

A wide range of activities, from quiet study to children's programming, will need to be accommodated in the new Orange Cove Neighborhood Library. The design team must use all techniques available to provide effective acoustical separation between the various areas of the library so that all age groups and types of users can use the library without disturbing one another. The thoughtful layout and zoning of spaces and systems, and careful adherence to adjacency requirements will assist with acoustical management.

Throughout the building employ building materials, ceiling heights, building finishes and furnishings, etc. to assist in sound control.

J.   Environmental conditions (HVAC)

HVAC systems in libraries have two functions—to provide a comfortable air environment for library users and staff, and to protect library materials from deterioration. The goal of HVAC systems is to provide adequate fresh air, to filter the air of contaminants, to establish and maintain comfortable building temperature and humidity levels that also preserve library materials, and to accomplish all of these tasks with an energy efficient, easily maintained, and affordable system.

The system should allow for zoning according to space use, room orientation and hours of operation. The Telecommunications Room needs to be provided with air-conditioning and backup mechanical ventilation units. Areas with a concentration of computing equipment and/or high levels of occupancy need to be planned to be comfortable for users and supportive of equipment operating requirements. Consider the use of CO_2 sensors in these spaces so that HVAC systems can add fresh air from outside based on fluctuating need.

Mechanical systems must be located and treated to mitigate acoustical impact on the surrounding environment. Avoid locating mechanical equipment, ductwork or connections over shelving areas.

Guidelines for temperature and humidity in libraries vary somewhat, and are influenced by the type of materials being housed. However, for general library collections and user seating a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH is considered comfortable and effective. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Insure indoor air quality by meeting all current industry air quality standards and through excellent venting of areas in which airborne particles and odors are generated—e.g. photocopy centers, restrooms, kitchens, etc.

When selecting an HVAC system, specify equipment with the highest energy efficiency ratings appropriate to the system, and ensure that replacement parts are available from local/regional suppliers.

All planned mechanical systems must be reviewed early in the process by Library/County Operations staff and engineers.

K.   Illumination

Excellent lighting, both natural and artificial, is critical to the success of the library.

Day-lighting—Natural sunlight, properly filtered, is the most appealing and comfortable lighting when available. Building orientation and fenestration should take full advantage of this source of free light and energy through windows, skylights and/or clerestories designed with appropriate exterior protection to reduce glare and overheating. Easily operable interior shades or blinds will be required to control the penetration of direct sunlight and glare—especially in east and west facing windows. In the Multi-Purpose Community Room/Homework Center and the Technology Learning Lab, it will be important to provide darkening shades for media presentations.

Operable windows in staff areas and in general library areas, where environmentally appropriate, are preferred. Operable windows must be secured easily by controls available only to library staff.

Artificial Lighting—An efficient system of artificial lighting is required to provide visual comfort for library users and cost effective use of electric energy in the building. Low glare light is important in the library where users are reading print or electronic information. Recommended relative brightness for good visual comfort should be a ratio of 10:3:1, meaning that if the reading task is taken as 100%, the brightness of the immediate surrounding area should be 30% of that level, and the brightness of the general surround should be 10% (Energy Management Strategies in Public Libraries by Edward Dean).

While task lighting can be employed if necessary, special care must be given to wire management and to lamps and shades so that they cannot be easily removed by visitors, and shades cannot be damaged by graffiti.

Lighting Levels—Based on recommendations from the Illuminating Engineering Society (IES), the following lighting levels provide optimal illumination levels for public library spaces.

Book Stacks: 6 foot-candles minimum at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the book stack face. Overhead lighting over book stacks should be placed perpendicular to the stacks to provide light from both sides of a user standing in the aisle, and to provide more flexibility for any future reconfiguration of stack areas.

Public Reading & Computing Areas: A variety of lighting will be needed to meet the needs of the Orange Cove Neighborhood Library. In public access computer areas, provide 20-30 foot-candles of lighting. In general reading areas provide 30-40 foot-candles augmented by task lighting where appropriate.

Group Study Room: Provide 30-40 foot-candles measured horizontally at reading surface (generally 30").

Multi-Purpose Community Room: Provide 30-40 foot-candles with all lights on, including the separately controlled lighting for the front of the room. Lighting in this space should be dimmable to produce approximately 2 foot-candles for note taking during AV presentations. Note taking lights should not spill into the projection screen.   This room will be used after regular library hours, so even when facility lights have been turned off for the day, this area will need to have sufficient lighting to continue activity and also for participants to safely exit the building at the end of the event.

Public Service Desks: Provide 20-40 foot-candles average, measured horizontally at the work surface and carefully planned to avoid computer screen glare.

Staff Work Areas: 20-40 foot-candles average, measured horizontally at the work surface and carefully planned to avoid computer screen glare.

Lighting Sources (Lamps)—Due to overall performance and efficiency, general lighting should be provided by fluorescent fixtures. T8 lamps should be selected in warm, medium or cool color, with a color-rendering index of 84 or more. The newer T5 lamps can be used in some areas to promote energy efficiency, but they are not consistently available in a wide variety of fixtures, and cost per lamp is higher than T8 lamps.

Electronic ballasts should be used for reliability and energy savings. For ballasts within fifteen feet of a daylight source specify continuously dimming electronic ballasts—circuit these fixtures separately from fixtures not within the daylighting zone.

Lighting fixtures should be full spectrum and need to effectively control glare. Indirect lighting, supplemented by direct lighting in task spaces, is preferred throughout the building. When task lights are used, the fixture should not allow for easy removal of the lamp by library users.

All light fixtures, lamps and ballasts should be selected from major manufacturers with a ready supply of replacements available in the area.

All fixtures and lamps should be able to be cleaned or replaced with either no equipment or a standard height ladder. Do not include ceiling mounted fixtures in inaccessible areas of the building.

Lighting Controls—All lights in the Library, including task lighting, should be controlled from a central light panel with a programmable timer system that is flexible, allows for separate circuits of fixtures in daylight zones (15 feet from a daylight source) and can be manually overridden. The control panel for this system should be inaccessible to the public, and located so as to be convenient to staff entering or leaving the building. Public Restrooms should be on a separate circuit, so that library users are not inadvertently left in darkened restrooms when library lights are turned out at closing time.

Control panels must be clearly and permanently marked, identifying the area controlled by each switch or breaker. Light switches in public areas should be kept to a minimum and conveniently and intuitively located. In areas that are not in continuous use, such as offices, restrooms and meeting rooms, consider the use of occupancy sensors to reduce energy use.

Exit and Emergency Lighting—An emergency and exit lighting system is required as part of the lighting plan. All exit signs should use LED (Light Emitting Diode) lamps.

Meet all existing local and state codes for emergency/exit lighting. Emergency lighting powered by rechargeable batteries must be installed in both public and staff areas. The exit/emergency warning system should include lights for the deaf. Based on lessons learned during the 2001 attacks on the World Trade Center and the Pentagon, install some emergency/exit lights near floor level in case of emergency situations where smoke can obscure higher lights. Emergency lighting should last at least one hour to direct occupants to exits. Emergency lighting must be able to be tested without triggering security/fire alarms.

L.   Power and data communication requirements

The building must include a highly flexible, universal electrical and telecommunications distribution system to support the present and future wiring and cabling needs of the library. Over-design cabling capacity to accommodate approximately twice the number of computer workstations and peripheral devices called for in this building program. Electrical closets, conduits and cable trays should be sized to house wiring and cabling needs for all building systems.

Keep cabling runs as straight as possible, and locate distribution point(s) so that horizontal cable runs do not exceed 300 feet. Plan for both hard-wired and wireless capability, so that ceiling areas throughout the building allow for power and data cabling to install wireless transmitter stations. Library users and staff need the capability of "plugging-in" personal computing devices throughout the building, via a combination of wireless technology and hardwired power/data electrical outlets.

Both staff and the public are likely to use hand-held wireless devices in the library, so back-of-house areas should include a generous number of electrical outlets to support recharging of equipment batteries. Consider the implications of wireless technology as it continues to evolve in functionality.

Flexibility will be needed in order to reconfigure the placement of electronic equipment, so raised flooring or other highly flexible distribution systems should be considered. To control costs, these systems can be used in portions of the building where relocation of equipment and furnishings is most likely—seating areas, public service points, staff workspace, etc. Whatever system of conduit or cable trays is used, it is critical that it be easily accessible for repairs and expansion.

To avoid electrical interference and malfunctions of sensitive equipment, it is important that power-conditioning equipment and proper grounding be installed to ensure "clean" power to operate computers and library security equipment throughout the building.

Outlets should be color-coded for voice, data and other systems. In the case of floor outlets it is critical that the electrical design grid be compared to furniture layouts when they become available, and adjusted accordingly to avoid electrical cords that do not connect under furniture as expected. These cords are unsightly and can present trip hazards.

Because cutting-edge technology changes rapidly, consider bidding the building's cabling system separately from the building construction, timed so that the cabling system is specified approximately 12-18 months prior to building completion.

Public computer workstations will be distributed throughout the library and a cluster will be near the Information Service Desk to enable staff to easily assist and instruct users.

Carrels and tables should be supplied with data and electrical, with wire management integrated into the furniture design.

Provide cable TV access to the library with outlets in the Children's Area, the Multi-Purpose Community Room/Homework Center, the Technology Learning Lab, and the Group Study/Conference & Tutoring Room. A duct bank for future fiber optic, cable or CATV will be connected to Park Boulevard.

Data, electrical and voice should be provided to each of the workstations at the Service Desks, in the Library Staff Office, and at each staff workstation in the workroom. Each hardwired computer workstation for staff or public should have as a minimum one quad electrical outlet, and one data conduit with Category 5 cables for two data terminations and one voice termination.

Cabling should be extensive and as flexible as possible to enable the library to respond to future needs. Provide ample electrical outlets and conduits with Category 5 wiring throughout the building. Use Category 5 wiring for voice as well as data. All electrical and data outlets must be flush mounted for hazard reduction and flexibility. Provide protective cover plates for live electrical and data outlets.

When designing the final size and accessibility of the Telecommunications Room, consult with the City and the County regarding any specific guidelines that they may require.

Computer workstations for the public

Electronic, computer-based resources are a basic and integral part of today's library services. The Fresno County Public Library continues to expand the number and variety of databases and reference tools that it makes available online. In the new Orange Cove Neighborhood Library Internet access will be available to both public and staff through computer workstations.

All public computer workstations should permit the use of fixed and/or portable computing devices. Fixed equipment wires and cables should fit neatly into channels for concealed wire management, but should not require workstations to be disassembled for changes/repairs. Workstation panels with generous hollow cores are preferred over conduit style wire management so that wires can run both vertically and horizontally. No wires should be dangling, dragging or exposed. Outlets, at least one quad outlet per workstation, to include voice and data, should be located at convenient heights with clear access. Workstations must be generously sized to provide a work surface sufficient for the simultaneous use of books, papers and computing equipment, sometimes to include peripheral devices.

Public computers should include the availability of specialized keyboards or international keyboards, and software to accommodate users who speak/write in Spanish as well as English.

Workstations should be oriented to avoid screen glare and should be within general lines of sight of the library staff, while still providing the user with some degree of privacy.

At least one public computer station must be equipped to accommodate users with a variety of disabilities. Planners should consult the *Telecommunications Act Accessibility Guidelines* and local code requirements for computer workstation specifics. Equal access guidelines include the following adaptive features. The Orange Cove Neighborhood Library will offer as many of these adaptations as are feasible in a small branch library, and will refer patrons who need additional assistance to other facilities.

- Keyboards with large print key labels, Braille labels or home-row key indicators
- Large monitors and screen enlargement software
- Speech screen output and headphones with volume adjustment
- Mouse alternatives such as trackballs, keyboard control of the mouse or other pointing devices
- Keyboard guards to assist users with impairments that limit fine motor control
- Wrist rests
- Software to modify keyboard response such as repeat rate and keystroke delay
- Availability of alternative keyboards such as mini-keyboards or extended keyboards for users with mobility impairments
- Alternatives to keyboard such as a head pointing system, switch based interface or voice dictation software
- Word prediction software to reduce the number of keystrokes needed for text entry
- One-handed keyboards or "keyboard layout" software
- Audio warning signals made available visually

M.   Security systems

Building design must promote the safety and security of library users, library staff, library resources and electronic/data systems.   To this end, plan the Orange Cove Neighborhood Library to meet all local and state life-safety codes.

Safety and security measures include:
- The entire building protected by a building security system
- Safety in approaching and leaving the facility
- Lighting and other controls located so that staff can close down the library from a single point and exit safely
- A public address system
- Sight lines within the library so that all public areas are visible to staff
- The ability to monitor the use of restrooms
- Emergency telephones easily accessible to staff

General Safety Guidelines--Keep lines of sight open, with sufficient lighting throughout the building. Enhance visibility by locating the Service Desks to facilitate visual control of the library.   In separate public spaces such as the Multi-Purpose Community Room/Homework Center, install interior glazing (relites), so that library staff can visually monitor activity there. Use safety glass wherever necessary and appropriate. Be sure that walking surfaces are slip-resistant. Specify furnishings and casework without sharp corners—this is especially important in the Children's Area.

Design the building so as to discourage public access to staff and storage areas. All controlled access areas of the building must lock, and all potential points of entry, such as windows, vents, etc. must be protected against illegal entry.

Building Security Alarm—Provide an electronic security system for the building. The system must be simple to operate, with a control panel adjacent to the exit/entrance used by staff. Planning for the system must be coordinated with the electrical plans for the building, and any operable windows should be considered.

To reduce opportunities for breaking and entering after hours, a night lighting system should be provided as well as glass breakage sound detectors and/or infrared motion detectors.

Fire Management—The building should include an integrated fire-management system. Libraries usually employ one of three broad categories of fire protection systems—wet pipe, dry pipe or preaction systems. Each system has pros and cons, and the decision of which is best for the Orange Cove Neighborhood Library should be discussed with the design team and local fire safety officials. A brief explanation of each system follows.

> Wet Pipe—systems contain water in the sprinkler pipes. They are perhaps the simplest of the systems, and though they used to cause concern over false alarms and water damage, in recent years they have been known to be highly reliable.   In areas prone to subfreezing weather and earthquakes, wet pipe systems should be thoroughly discussed with vendors and fire professionals before selecting a system. Wet pipe systems are relatively low in cost.

Dry Pipe—systems are not filled with water. They contain pressurized air or nitrogen that holds a valve in a closed position. If a fire occurs the heated air/gas escapes, the valve releases, and water then enters the pipes. Dry pipe systems may offer better protection against leaks, but they are more complex to control and maintain, and take up to 60 seconds longer to respond to a fire.

Preaction Sprinkler—systems are like dry pipe systems in that water is not kept in the pipes, but is held in check by an electrically controlled valve called a preaction valve. In order for water to be released, the valve must operate and sprinkler heads must fuse, providing increased protection against accidental sprinkling.

Library Materials Security System—The library must be equipped with a 3M™ type or equivalent library materials security system that is compatible with Express Check-out equipment and which does not require staff to bypass the security sensor in items as they are checked out. It is important to incorporate this system into the interior design and/or architecture of the facility in order to minimize the intrusiveness on public users.

The system must be compatible with Radio-Frequency Identification (RFID) technology, and the security area should be wired and cabled accordingly, to accommodate such a system.

The system should have theft security portals that library customers must pass through when exiting the Library. These portals should not have any sort of arm or barrier across them.

It will be important to coordinate planning for the security system with the vendor's technical staff during the design phase in order to assure proper placement, wiring and avoidance of electrical interference with computers or other electronic equipment. Care must be taken not to locate anything metallic or magnetic close to the book theft detection system. If metal studs are used in the building, wood studs should be used in the immediate vicinity of the book theft detection system. Computer terminals and any other equipment that emits an electro-magnetic signal should also be located away from the theft detection system.

Public Address System—Include a public address system in the library for staff announcements regarding closing, emergencies, paging, etc. The PA system should be able to be heard in all areas of the library including restrooms, storage rooms, loading docks, custodial spaces and the Staff Office/workroom, but it must also have broadcast capability, allowing messages to be blocked from certain spaces, as needed (such as in the Multi-Purpose Community Room/Homework Center during programs and/or study times).

Microphone input should be provided at the Circulation Service Desk and speakers should be located in all parts of the library.

Exterior--The library must provide a safe environment for visitors and staff. The exterior must be well-lighted with clear and open paths of travel from the parking lot and walkways to the public and staff entrances of the building.

The building design and landscaping must not obscure sight lines or create hiding places.

All pathways should be level or have gentle slopes and should be paved with non-slip materials. Avoid sprinkler system heads that spray onto pedestrian paths.

Consider strategic placement of security cameras on the exterior and interior of the building.

N.   Signs

Signs and graphics should be incorporated as an integral part of the building's design. Signage should be worked out with the layout of service areas so as to emphasize and reinforce to the public user the logical arrangement of functions and spaces within the interior. The building signage should enable the user to locate where they need/want to be without undue staff guidance. Good design should provide a facility that can be navigated by the average user without an abundance of signs. Intuitive navigation can be enhanced through logical layout, good sight lines and interior design elements such as carpet pathways, furniture placement, etc.

A basic signage system will be needed to help visitors locate the services and materials they need and to meet life/safety codes in the building. Major directional and identification signs, such as signs used to identify the Service Desks, can be anticipated based on final design plans. However, it is very difficult to anticipate precisely what signs will be needed until the building is occupied. Therefore it is recommended that major, known signs be ordered prior to occupying the building, and that a supplemental sign order be placed after several months of building occupancy when needs are better understood.

Select a sign system that is coordinated with the interior design plan of the library. Signs should be easy to install and should be integrated with space planning as far as possible. Selection of signage materials and style must conform to the Library Signage Program. The development of a uniform, flexible, easily updated signage system, including end panel signs for the library is a high priority. Planning for the signage system should begin early in the design process.

Be sure that signs and lettering are large enough to be read easily, meet ADA requirements, including Braille requirements, are vandal resistant, and that the bottom edges of signs do not hang lower than 8' from the floor.

Because the Orange Cove Neighborhood Library will serve a diverse clientele, consider how best to use multiple languages in the signage package. In this community where 87.7% of the population is Hispanic, and many residents speak Spanish, it is recommended that signs are generally bi-lingual—Spanish/English. At the very least, key welcoming signs should be in both languages.

The Fresno County Public Library has adopted a system-wide, monument style exterior sign. An exterior, monument style sign, in keeping with system-wide guidelines will need to be located prominently on the exterior of the Orange Cove Neighborhood Library.

The sign will act as a "signature" for the branch and the library system. It should be clearly visible to vehicles and pedestrians, both at night and during the day.

At all public entrances provide an OPEN/CLOSED sign that is easily visible from the street.

O.   Audio-visual systems

A public address system is an essential part of the library's communication equipment. It will be used to provide a channel for emergency messages or announcements and for clearing the building of users at the close of the day.

The public address system must be able to be heard in every part of the library including restrooms, storage rooms, custodial workspace, staff work areas, and the Library Staff Office. It must also have selective broadcast capability, to allow messages to be blocked from certain spaces, as needed, such as in the Multi-Purpose Community Room/Homework Center during programs/study times.

Microphone input should be provided at the Circulation Service Desk, and speakers should be located in all parts of the library.

The library's Multi-Purpose Community Room/Homework Center and Technology Learning Lab will each require a ceiling mounted video/data projection system with console to support video programming and interactive demonstrations of online resources. A wall or ceiling-mounted drop-down screen will be needed to support the projection systems.

Provide cable TV access to the library with outlets in the Children's Area, the Multi-Purpose Community Room/Homework Center, the Technology Learning Lab, and the Group Study/Conference/ & Tutoring Room. To provide for future fiber optic, cable or CATV a duct bank will connect to Park Boulevard.

A wall-mounted white board will be needed in the Multi-Purpose Community Room/ Homework Center, the Technology Learning Lab and the Group Study/Conference/Tutoring Room.

P.   Visual supervision

Good visibility not only gives staff the power of facility supervision, and the public a feeling of security, but it can also make it easier for the public to understand the layout of the building and the location of materials. Directions are easy to give because most sections are visible from any point.

It is important that most, if not all, areas of the library be visible from at least one of the Service Desks.

Consider the use of glass panels strategically placed in walls or doors to provide visual access to areas that would otherwise be hidden from view.

Q.   Public Entrance

The location of the library's public entrance should be obvious to visitors, with clear paths leading intuitively to the main doors. Visitors should be able to reach an entrance easily without having to climb steps if they are unable or unwilling to do so. Entry doors should provide easy access to everyone, regardless of physical ability.

Orientation of the entrance should take weather patterns into consideration to avoid wind tunnels and undue exposure to the elements. As noted in the community needs assessment, visitors should glimpse interesting views of library activity through front facing windows as they approach the entrance—drawing them into the building.

R.   Service and Staff Entrance

It will be important to designate a door for library staff and service personnel entry at a location that is convenient to staff work or lounge areas and to delivery parking spaces. The entrance location should be covered to provide protection from weather, and both the entrance and paths to/from it must be well-lighted and highly visible for safety reasons. There should be an exterior camera and buzzer at the door so that delivery personnel can notify library staff when they need entry. Wiring should include a remote connection at the Circulation Service Desk, to the staff/delivery door buzzer so that staff can hear it when they are away from the door area. Control pads for lights and the building security system should be easily accessible near the interior side of the staff entrance door, but in a staff area or hidden from public view.

S.   Parking and Vehicle Access

Library parking lots are busy places, with people of all ages and abilities moving to and from the building. Traffic patterns must be planned to provide ease and safety for all visitors, whether they are driving, bicycling or walking to and from the library. Traffic lanes should be generous, and entrances to and exits from the parking lot should be obvious.

Automobiles—Libraries are a special parking category in the Fresno County zoning code. The requirement is one space per 40 square feet of meeting room plus one space per 250 gross square feet for the rest of the building. It will be important to provide the required number of disabled parking spaces, and these should be clearly marked and fully ADA compliant.

Several short-term parking spaces should be planned near the exterior return slot so that library users can quickly and easily return materials when they are not staying to use the library.

Bicycles—The new library will be adjacent to a bike path that is being planned for the city. This is likely to increase demand for bicycle parking. Provide bicycle parking/locking equipment to meet or exceed local code requirements. The parking should be covered to protect bicycles from rain and from the extreme summertime

temperatures that occur in Orange Cove. This parking should be highly visible on the exterior of the library, and must also be visible from points inside the library.

T.   Landscaping and Exterior Water and Power

Environmentally sound landscaping should be planned and installed to enhance the appeal and functionality of the library. Plants should be drought resistant and should be used to provide both open and shaded areas to enhance the building design. Community planning for the Orange Cove Neighborhood Library included discussions of a "Jardin Curandera", a garden of traditional, medicinal herbs. Landscaping should be simple to maintain, with an automatic underground watering system. Library windows should have pleasing views to colorful and interesting exterior landscaping.

Care must be taken that visibility is not obscured by landscaping, and that no "hiding-places" are created, leading to security issues—this requires planning for eventual plant maturity.

The ground and plantings must be sloped away from the building to ensure good drainage and building preservation.

Include weather and tamper proof water and power outlets on all sides of the building to facilitate maintenance and to support any outdoor activities sponsored by the library.

Yard equipment to support landscape care and maintenance will be needed. This is often locked into a storage bin within the refuse enclosure.

U.   Exterior Lighting

The main function of exterior lighting is to provide safety and security for library users and library staff, and to lead library users to the services they need. Exterior lights should be in keeping with the style of the architecture and the city and must be highly vandal resistant. It is noteworthy that the City of Orange Cove recently installed new street lighting along Park Boulevard, which may influence exterior lighting choices for the library. Wiring must be concealed and protected and the lights should be controlled by photocells.

Circles or cones of light should overlap to avoid dark or shadowed areas. Lights should illuminate paths of travel to/from the building, parking, all entrances and exits and the exterior return slots.

Fixtures should be selected so that replacement lamps are easily acquired at reasonable cost.

All exterior lights must comply with local code requirements.

V.   Maintenance and Upkeep

Highly durable, low maintenance exterior building finishes are essential. The external skin of the building should be washable and should not require frequent upkeep. Masonry, concrete or stucco is preferred over more maintenance intensive materials. Graffiti can be a persistent issue, so the exterior of the library should include a graffiti resistant coating allowing for relatively easy removal if necessary.

W.   Roofing

Libraries house valuable, shared community assets that are highly vulnerable to roof leaks. When funds are not readily available for roof repairs, libraries can struggle for years with persistent, destructive roof leaks—a problem in the current, leased facility. Therefore it is imperative that an excellent roof system be installed at the time of construction.

The roofing system must have sufficient slope and pitch to facilitate efficient runoff, and runoff must be diverted away from walking, seating, and congregating areas of the facility.   For "flat" roof areas, use a light-colored roofing membrane or provide the membrane with a white reflective coating. The roof should use lightweight, versatile and easily installed materials and must have a life cycle of at least 20 years.

The roofing system must be easy to maintain and repair. If possible, avoid the placement of mechanical system components on the roof. If this is required, the components should be attractively shielded from street level view and maintenance access to the systems must be planned to avoid damage to the roofing system.

X.   Refuse and Recycling

Locate an area for a trash dumpster and large-scale recycling bins near the delivery/staff entrance of the building. This space should be enclosed and lockable. Take care that it is not placed so that someone can climb onto the dumpster or enclosure and gain access to the roof. Placement should not negatively impact the aesthetics of the building.

Easy access to the trash enclosure will be required for staff and also for refuse removal trucks.

Y.   Amenities

Art and Display—The library will need to have space for permanent and rotating displays of art and other materials of interest to the community. These should be located in both the New Books Browsing/Art & Culture Display area and along main paths of travel for maximum enjoyment and exposure. Permanent art pieces selected for the library should not take up an undue amount of floor space that might be dedicated to other library activities, and should not block paths of travel.

Clocks—Include wall-mounted clocks in all major public areas, in staff workspace and in the Multi-Purpose Community Room/Homework Center, Technology Learning Lab and Group Study/Conference/Tutoring Room. A low maintenance, centrally controlled, electronic analog clock system is highly desirable, and if employed will need to be coordinated with the electrical plans for the building.

Drinking Fountains—Install a bi-level, ADA compliant public drinking fountain outside of library security, adjacent to the Public Restrooms and available to people using the Multi-Purpose Community Room/Homework Center. This feature is likely to be very popular with young children.

Restrooms—Public Restrooms must be easy to find and well-marked. Do not include single-occupancy restrooms. Because it is a project goal to use valuable building space for public needs, staff at the Orange Cove Neighborhood Library will use the Public Restrooms rather than adding a staff restroom to the building program.

Design restrooms to be highly durable, vandal resistant and easy to clean and maintain. Meet all ADA requirements and consider using an exterior restroom door that can be operated electronically or is designed on the doorless airport model for ease of wheelchair access.

Provide excellent acoustical separation of restrooms from other occupied areas of the building, and install high-quality industrial strength exhaust systems.

Restroom fixtures should be wall-mounted and cubicle partitions should be ceiling-mounted for ease of cleaning. Floor and wall coverings should be hard surface, such as tile, with the walls covered to a height of at least five feet. Floors should be sloped to a floor drain, and the restroom should include a locking hose bib.

Cubicle partitions should be highly durable (e.g. Duraflex™, stainless steel or equivalent). Toilets should be low-flush and sinks should have timed shut-off of water flow.

Restroom accessories should include the following:

- Electronic hand dryers (do not include paper towel dispensers)
- Waste receptacles should be recessed
- Each restroom, women's and men's, should include a baby changing station
- Soap dispensers must be tamper-resistant and wall-mounted over sinks to prevent soap and water drips on the floor
- Mirrors should be scratch and vandal resistant and mounted on a wall over a package shelf rather than behind the sinks for best use of space.

Telephones—An integrated telephone system is required, with handsets at all staff workstations, both public and back-of-house. Provide a phone jack in the Multi-Purpose Community Room/Homework Center and the Technology Learning Lab, and include a "floating" handset to be plugged in as needed.

The telephone system must support conference calling and automated attendant functions.

Do not install a public pay phone.

Z.   Public Service Desks

The Orange Cove Neighborhood Library will have two service desks—a Circulation Service Desk and an Information Service Desk. The desks must be placed prominently and logically so that library customers can see them and reach them easily and so that library staff can maintain visual contact with customers, and visual control of the building. Each regularly staffed position at the desks is allotted 75 square feet of space, which includes circulation space and basic furnishings and equipment for the staff member. All staff workstations at the public service desks must be planned and designed to meet ergonomic standards so as to support staff health and well-being.

The design of the service desks should discourage library customers from moving to the staff side of the desks, but they must not be monolithic, because they should feel highly approachable to the public, and also because staff will need to be able to move quickly and easily from behind the desks to assist customers and to respond to materials security system alarms, so the desk designs must include conveniently located openings.

The Circulation Service Desk will have one position. Circulation staff are on their feet for long hours, so it is very important that the flooring on the staff side of the desk be highly resilient and/or cushioned. If cushioned, the flooring must remain even with surrounding flooring. Provide the circulation position with a tall, adjustable stool on casters so that the staff member can stand or sit while working, as she/he prefers. Counter height for this position should be at standing height, approximately 36"-39". However, a section of the circulation desk should be lower to meet ADA standards for staff members and library users with disabilities.

Design and equip the Circulation Service Desk as follows:

- Resilient flooring that allows a task chair/stool on casters to move easily;
- Counter tops that are deep enough to accommodate a computer terminal and keyboard and other equipment, but not so deep as to be ergonomically unsound due to the need to reach too far across the desk for materials (approximately 29"-30");
- Counter tops constructed of durable, scratch resistant, easily cleaned material that can be replaced at a future date at reasonable cost;
- Concealed wire management for all equipment and a shield at the back of each computer workstation to conceal wiring;
- Toe space at the base of the desk on the customer side for comfort;
- Storage space, drawers, kneeholes, shelves, etc. on the staff side of the desk—design details to be decided in consultation with the library staff when the circulation desk is selected or designed; and
- ADA accessibility.

The library will provide two Express Checkout machines. Location of the machines must be prominent so that library users are naturally encouraged to use them.

The Information Service Desk will have one regularly staffed position at sitting height (approximately 29"). Staff at this desk will assist users in adult, teen and children's areas of the library.

Design and equip the Information Service Desk as follows:

- Counter tops that are deep enough to accommodate a computer terminal and keyboard and other equipment, (approximately 29"-30");
- Counter tops constructed of durable, scratch resistant, easily cleaned material that can be replaced at a future date at reasonable cost;
- Staff computer terminal placed so that it does not block interaction between library users and staff;
- Concealed wire management for all equipment and a shield at the back of each computer workstation to conceal wiring;
- Toe space at the base of the desk on the customer side for comfort;
- Storage space, drawers, kneeholes, shelves, etc. on the staff side of the desk—design details to be decided in consultation with the library staff when the circulation desk is selected or designed; and
- ADA accessibility.

AA.   Shelving

Shelving for the library's collections, unless noted otherwise, will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity throughout the open spaces of the building needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks. Epoxy powder finish is preferred over enamel coatings.

Shelving uprights will be standard heights of 84" (maximum of 6 shelves plus a base shelf), 78" (maximum of 5 shelves plus a base shelf), 66" (maximum of 4 shelves plus a base shelf), or 42" (maximum 2 shelves plus a base shelf). Any exceptions to these heights are noted in the program. All 42" and 66" shelf units should include canopy tops, as should any shelving units that will be viewed from above. All public area shelving should include stack end panels with label holders at each end, kick plates and top plates, with slatwall or other display system attached to stack ends. Any specialty shelving and/or shelving accessories must be integrated with the overall shelving system. Bookends or shelf dividers must accommodate various sizes of materials and must be able to slide easily and hold firmly. Shelves must have a rear edge backstop to prevent items from falling behind/between shelves.

Standard shelf depth will be 8" or 10" with 12" bases. Variations to this depth include reference shelving for adults and children at 12" depth, picture books for children at 12" depth, and oversized collection shelving at 15" depth. Bases for these deeper shelves will show a corresponding increase in depth.

The total amount of shelving programmed, as outlined in *Appendix B: Orange Cove Neighborhood Library Collections and Shelving,* is intended to house collection growth over the coming twenty years.

Main aisle widths in public spaces should be 60", with a minimum of 42" aisle widths between standard stack ranges. Any changes to code requirements enacted subsequent to this program and throughout the design phase must be met.

Stack ranges are two or more 3-foot shelving sections that have been ganged together. Ranges of a maximum of 6-7 sections each are required (5 is preferred), with a transverse aisle break of 44" to separate ganged sections. Ranges should be laid-out in groupings that are logical to the first time user, so that a systematic stack range numbering system can be employed, to allow a logical flow in the collections.

When shelving specifications are developed, they should include the minimum steel gauge, all component dimensions, type of construction, color and finish of shelving, uprights and end panels, and type of bracing. Vendor bids should include an explanation of vendor responsibility for inspection of shipments, installation, shipping debris removal, guarantee parameters, and length of time price quotes remain valid.

For a description of all shelving types for the project, see *Appendix C: Orange Cove Neighborhood Library Programmed Shelving Types.*

BB.   Staff Workspaces

The library will have one small, private office for the Library Staff to be used for personnel management and public relations duties. All other back-of-house work will be accomplished in an open, office systems style shared workroom.

Each staff workstation must meet ergonomic standards and should include an ergonomically designed, adjustable task chair. The work surface should also be adjustable in height. Include task lighting and employ wire management/concealment strategies in the office module units.

Office systems modules in the shared workroom should be arranged to make efficient use of the overall space. Consider traffic patterns, noisy vs. quiet spaces, and anticipated usage patterns for shared spaces and equipment—shelving, work counters, printer, fax, etc.
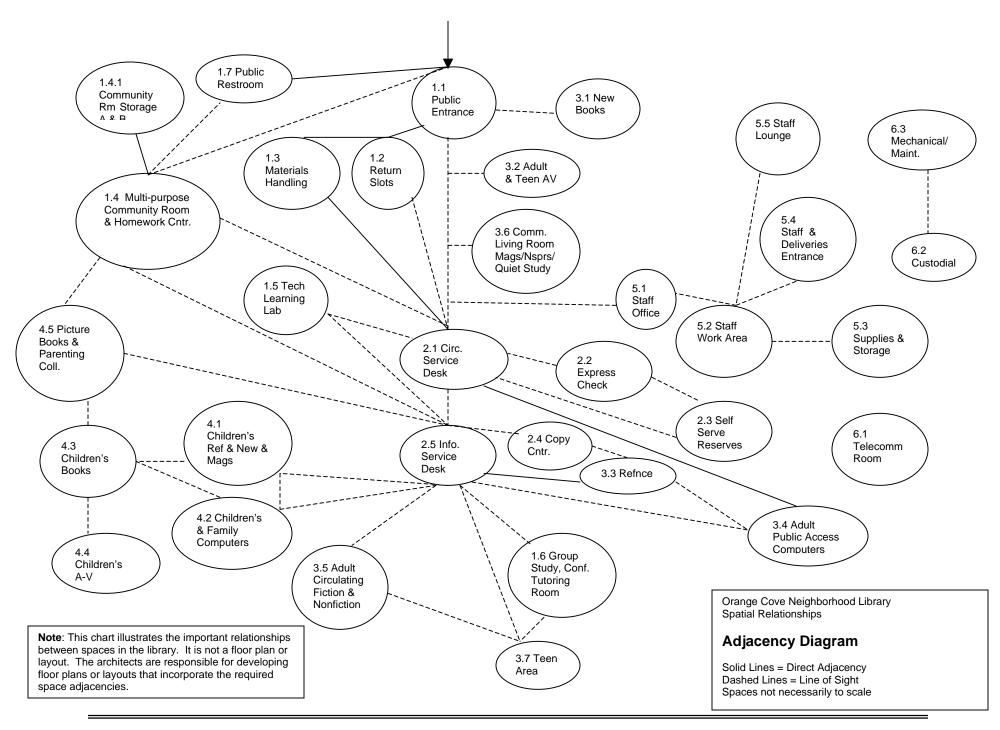
III.   Spatial Relationships

The relationship between zones and individual spaces in the library will have significant impact on building functionality, and will be key to a positive experience for both library users and library staff.

The library is meant to serve everyone in the community—children, teens, adults, seniors, families, students and groups of various sizes. It is a design goal that activities and services to meet the needs of all of these users can take place efficiently and simultaneously, without unduly impacting one another. In order to achieve this goal, designers must incorporate the adjacencies and lines of sight shown in the following chart of spatial relationships for the Orange Cove Neighborhood Library project.

In addition to the spatial relationship chart which follows, each space description in section VI of the building program will further explain spatial relationships at the following levels:

- **Adjacencies**: The function of these spaces is closely related and requires direct adjacency.

- **Sight Lines**: The function of these spaces calls for a visual connection/control and requires a clear line of sight.

- **Proximate**: The function of these spaces has a more distant relationship, but if the architect is able to do so, the design should ideally incorporate this relationship within proximate distance.

1.4.1 Community Rm Storage A & B

1.7 Public Restroom

1.1 Public Entrance

3.1 New Books

5.5 Staff Lounge

6.3 Mechanical/ Maint.

1.3 Materials Handling

1.2 Return Slots

3.2 Adult & Teen AV

1.4 Multi-purpose Community Room & Homework Cntr.

3.6 Comm. Living Room Mags/Nsprs/ Quiet Study

5.4 Staff & Deliveries Entrance

6.2 Custodial

1.5 Tech Learning Lab

5.1 Staff Office

4.5 Picture Books & Parenting Coll.

2.1 Circ. Service Desk

5.2 Staff Work Area

5.3 Supplies & Storage

4.1 Children's Ref & New & Mags

2.2 Express Check

2.3 Self Serve Reserves

6.1 Telecomm Room

4.3 Children's Books

2.5 Info. Service Desk

2.4 Copy Cntr.

3.3 Refnce

4.2 Children's & Family Computers

3.4 Adult Public Access Computers

4.4 Children's A-V

3.5 Adult Circulating Fiction & Nonfiction

1.6 Group Study, Conf. Tutoring Room

3.7 Teen Area

Note: This chart illustrates the important relationships between spaces in the library. It is not a floor plan or layout. The architects are responsible for developing floor plans or layouts that incorporate the required space adjacencies.

Orange Cove Neighborhood Library
Spatial Relationships

Adjacency Diagram

Solid Lines = Direct Adjacency
Dashed Lines = Line of Sight
Spaces not necessarily to scale

IV.   Orange Cove Neighborhood Library Spaces Summary

Space		Square Feet
1.1	Public Entrance/Lobby/Community Information	214
1.2	Materials Return Slots	in GSF
1.3	Materials Handling and Sorting	261
1.4	Multi-purpose Community Room & Homework Center	835
1.4.1	Multi-purpose Community Room Storage A & B	177
1.5	Technology Learning Lab	368
1.6	Group Study, Conference & Tutoring Room	150
1.7	Public Restrooms	in GSF
2.1	Circulation Service Desk	308
2.2	Express Checkout	63
2.3	Reserve/hold shelves, open stacks for self-service	41
2.4	Copy Center	106
2.5	Information Service Desk	122
3.1	New Books Browsing & Art/Culture Display	95
3.2	Audiovisual Media for Adults & Teens	143
3.3	Adult & Teen Reference Collection	335
3.4	Adult Public Access Computers	316
3.5	Adult Circulating Books	550
3.6	Community Living Room--Magazines/Newspapers/Quiet Study	448
3.7	Teen Area	549
4.1	Children's Reference, New/Display Books & Magazines	62
4.2	Children's & Family Public Access Computers	176
4.3	Children's Circulating Books	629
4.4	Children's Audiovisual Media Collections	88
4.5	Children's Picture Books & Parenting Collection	470
5.1	Staff Office	110
5.2	Library Staff Work Area	231
5.3	Supplies & Storage	136
5.4	Staff/Deliveries Entrance	in GSF
5.5	Staff Lounge	213
6.1	Telecommunications Room	in GSF
6.2	Custodial Closet & Supplies	60
6.3	Mechanical Room/Building Maintenance	in GSF
Total Assignable Square Feet:		**7,254**
Total GSF of branch facility @ 75% net-to-gross		**9,672**

V. Orange Cove Neighborhood Library Square Footage Conversion Factors

Item	Conversion Factor
Shelving:	
Shelving, single-sided section, 3' wide	10.3 SF/section
Shelving, adult/teen reference materials single-sided section, 3' wide	11.25 SF/section
Shelving, children's picture books single-sided section, 3' wide	11.25 SF/section
Shelving, adult oversized books single-sided section, 3' wide	12.20 SF/section
Volumes per Linear Foot:	
Books, adult new	3 volumes/Linear Foot
Books, adult, fiction	8 volumes/Linear Foot
Books, adult, nonfiction and parenting	10 volumes/Linear Foot
Books, adult reference	6 volumes/Linear Foot
Books, Spanish language	10 volumes/Linear Foot
Books, Spanish language photonovellas	16 volumes/Linear Foot
Books, literacy collection	24 volumes/Linear Foot
Books, large print	8 volumes/Linear Foot
Books, paperback, on spinners inset into standard shelving	16 volumes/Linear Foot
Books, graphic novels	16 volumes/Linear Foot
Books, textbooks	8 volumes/Linear Foot
Books, children's reference	7 volumes/Linear Foot
Books, children's new and display	10 volumes/Linear Foot
Books, children's fiction and nonfiction	12 volumes/Linear Foot
Books, children's picture	20 volumes/Linear Foot
Books, easy readers	16 volumes/Linear Foot
Books, children's Spanish language	15 volumes/Linear Foot
Videos	10 volumes/Linear Foot
DVDs, CDs in A-V browse bins	25 volumes/Linear Foot
Adult audiobooks	10 volumes/Linear Foot
Children's audiobooks, A-V kits	12 volumes/Linear Foot
Magazines, current display	1 title/Linear Foot
Newspapers, current display	1 title/Linear Foot

Item	Conversion Factor
Reader Seating:	
@ 4-place table, rectangular	25 SF/seat
@ 4-place table, round	22 SF/seat
@ lounge chair	35 SF/seat
@ lounge chair, 2-place	45 SF/seat
Meeting Room Seating, stacking chairs	12 SF/seat
Equipment:	
Public access computer, sit-down, 1 seat	34 SF/workstation
Printer, networked	12 SF/scanner
Scanner, networked	12 SF/scanner
Photocopier	40 SF/copier
Express check-out station	45 SF/station
Staff office system workstations, 6'x8' + circ 25%	60 SF/workstation

VI.   Space Descriptions

1.1   Public Entrance/Lobby/Community Information   214 sq. ft.

Functional Space Summary: The Orange Cove Neighborhood Library needs a single public entrance and point of control. The entrance should be well lighted and welcoming, with automatic doors—sliding are preferred over swinging for ease of access by people of all ages and abilities. The lobby should be large enough to accommodate visitors who are entering and leaving the library's public access spaces. The lobby must be large enough to enable incoming visitors to pause and converse with others, to orient themselves and to browse community information handouts and displays.

A wall-mounted, automated return slot for books and audiovisual materials is required. This should be located on the interior of the building, within or adjacent to the lobby, outside the security point and visible from the Circulation Service Desk, to allow customers to drop off materials as they enter the building. An additional return slot needs to be located in an exterior wall of the building, accessible even when the building is closed. Both return slots need to empty directly into the Materials Handling and Sorting Area.

The lobby floor should be a hard, non-slip surface with recessed walk-off mats/grates for dirt and debris removal from visitor's shoes before they enter the library proper.

One pair of material theft security portals (one incoming and one outgoing gate) is needed at the inner edge of the lobby space, adjacent to the Circulation Service Desk, with easy access for staff at that desk to meet and intercept visitors who may set off the alarm as they exit. These should be 3M™ type gates, without barrier arms or horizontal cross pieces.

Waste receptacles should be located outside the building. The entrance needs a covered area to protect visitors from inclement weather as they enter and exit.

Spatial Relationships and Visual Control: The main library entrance should be obvious to visitors arriving from the parking lot or walkways. The lobby location must allow clear access to restrooms and the Multi-purpose Community Room/Homework Center without needing to pass into the library proper. Library visitors in the lobby should have convenient access to the materials return slot. As visitors enter the building, they should have sight lines to frequently used features—service assistance at the Circulation Service Desk, and new books and displays.

To facilitate visual control of activity, library staff at the Circulation Service Desk should have a clear line of sight to the entrance and lobby area.

Adjacencies: 1.2   Materials Returns Slots
                         1.7   Public Restrooms

Sight Lines To: 1.4   Multi-Purpose Community Room/Homework Center
2.1   Circulation Service Desk
3.1   New Books Browsing and Art/Culture Display

Proximity: Library Parking and Exterior Walkways

Occupancy: Public, 3-15, standing occupants

Access: Doors at the main entrance should be automatic sliding or similar type doors for easy opening by people of all ages and abilities. Access to Public Restrooms and the Multi-purpose Community Room/Homework Center must be independent of the library's other spaces so that library security is not compromised after hours. The lobby area should be generous enough to allow up to 15 people to pass through, stop to visit with one another or browse displays/handouts.

Acoustics: Day-to-day activity in the lobby, such as conversations, materials being returned through return slots, etc. can be amplified by the hard flooring that is generally used here. Sound insulation should be employed to reduce transmission of noise from the lobby to the library proper.

Collections: None

Fenestration and Daylighting: The lobby is a transitional area from outside to inside so it should provide the shelter of interior space and a daylight connection with the exterior. The lobby design should include generous fenestration in fixed glazing and in the entry doors. Expanses of glass in exterior walls should be planned with overhangs to control glare and heat gain. Some walls in the lobby should not include glazing, so that they can be used for wall-hung displays, announcements, etc. The interior wall between the lobby and the library proper should include generous glazing to facilitate sight lines from the Circulation Service Desk.

Finishes: High traffic volume will require unusually durable floor and wall finishes in the lobby area. The lobby floor should be a hard, non-slip surface with floor grates or mats for dirt and debris removal from visitor's shoes. Wall and floor finishes should not require special cleaning routines and finishes should be selected that can withstand repeated cleaning. All lobby finishes must be vandal resistant.

Flexibility and Expandability: The lobby will be used for handouts and displays and should have sufficient space to accommodate these activities. Some wall surfaces should not include glazing in order to allow flexibility for changing styles of free standing and wall-hung display units.

To allow for flexibility in displays and activities in the lobby, provide one standard duplex communications outlet (one voice and one data) co-located with associated power for any/all specialized equipment that may be used here.

HVAC: Due to frequent opening of doors, temperatures will fluctuate in the lobby. To promote energy efficiency, the HVAC system should be zoned to allow for appropriate variation of temperature and humidity in the lobby.

Lighting, Artificial: The entrance and lobby should be adequately lit for safety and security and to support viewing of handouts and notices—15-25 foot-candles average. Use accent lighting for art display areas and low-heat lights inside display cabinets.

Plumbing: Plumbing will be required to serve the dual height water fountain here. If elevated walk-off grates are used, they should include a floor drain underneath the grates.

Seating: None

Security: Each lobby entrance/exit to the library proper should include a pair of materials theft security portals. These portals will sound an alarm if users pass through them before materials have been desensitized during checkout. The theft security system must be compatible with Express Checkout equipment and RFID technology.

Access to Public Restrooms and the Multi-purpose Community Room/Homework Center must be independent of the library's other spaces so that library security is not compromised after hours.

Signage: The Fresno County Public Library has adopted a system-wide, monument style exterior sign. An exterior, monument style sign, in keeping with system-wide guidelines will need to be located prominently on the exterior of the Orange Cove Neighborhood Library. The sign will act as a "signature" for the branch and the library system. It should be clearly visible to vehicles and pedestrians, both at night and during the day.

All public entrances will require an OPEN/CLOSED sign that is easily visible from the street at all times of the day/night. An hours sign, which is easily manipulated/programmed by staff will be required at the main entrance and should be easily read from the street. From the interior of the library, fire and safety signage will be required at all exits and at restrooms.

Donor appreciation signs/plaques will be included here.

Technology/Power/Audiovisual: The lobby will include theft security portals installed between the lobby and the library proper. Planning for the portals must be coordinated with the vendor's technical staff to assure proper placement, wiring and avoidance of electrical interference with computers or other electronic/magnetic equipment. Care must be taken not to locate any electro-magnetic materials or equipment close to the materials theft detection system. The exact required distance from metallic/magnetic materials should be confirmed with vendor technical staff during design.

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power for any/all specialized equipment that may be used here.

Provide tamper-proof, grounded duplex electrical outlets to meet general power needs.

Outlets can be wall-mounted 15" above the finished floor, or in recessed floor boxes.

The library's public address system should be audible here.

Components and Furnishings:

Public Entrance/Lobby/Community Information	Quantity	Item	SF/Item	Total SF
display unit, with giveaway brochure & newspaper racks, slatwall above for hanging bins	1.0	unit	20.00	20
additional slatwall w/ detachable hanging bins to be used for tax form distribution	1.0	unit	20.00	20
bin, acrylic, hanging for slatwall	20	bin	n.a.	n.a.
board, bulletin	2.0	board	n.a.	n.a.
theft security gates	1.0	pair	24.00	24
floor mats	TBD	unit	n.a.	n.a.
water fountain, multiple height	1.0	set	in GSF	in GSF
clock, wall	1.0	clock	n.a.	n.a.
circulation space	1.0	space	150.00	150
receptacle, trash	1.0	receptacle	in GSF	in GSF
total				214

1.2   Materials Return Slots   **in GSF**

Functional Space Summary: The Orange Cove Neighborhood Library needs two return slots for customers to use to return the books and other items they have borrowed—one exterior return slot and one interior return slot. The height of the slots must accommodate adults, children and individuals in wheelchairs.

One wall-mounted return slot for books and audiovisual materials will be required for each return station. One return station must be accessible to the public 24 hours per day, located at a highly visible point along a prominent exterior wall of the building, under an overhang that will protect both the person using the slot and the materials being returned from adverse weather. The slot should be set horizontally into the exterior wall that encloses the Materials Handling and Sorting Area.

The other return station should be located on the interior of the building, within or adjacent to the lobby and visible from the Circulation Service Desk, to allow customers to drop off materials as they enter the building.

Both return slots must empty directly into the Materials Handling and Sorting Area.

A fire-rated enclosure will be required at the point of entry for the exterior return slot, to prevent vandalism and damage to the building.

Spatial Relationships and Visual Control: Materials Return Slots must be conveniently located so that library visitors can return materials either at a prominent exterior wall of the building or as they pass through the library lobby area. Both return slots must deposit within the Materials Handling and Sorting area of the library.

Adjacencies: 1.1   Public Entrance/Lobby/Community Information
                        1.3   Materials Handling and Sorting

Sight Lines To: 2.1   Circulation Service Desk

Proximity: Main Paths of Travel—Exterior and Interior

Occupancy: Public, 0-2 standing occupants

Access: Return slots must be conveniently located so that library visitors can easily find them either on a prominent exterior wall of the building or as they pass through the library lobby area. The height of the slots must accommodate adults, children and individuals in wheel chairs.

Acoustics: Materials dropping through return slots into sorting bins can be noisy and potentially distracting for staff and users. Sound insulation should be employed to reduce transmission of noise from the return slots/materials handling and sorting area to the library proper.

Collections: None

Fenestration and Daylighting: None

Finishes: Walls surrounding return slots require frequent cleaning due to constant use, so finishes around both exterior and interior slots should be durable, washable and easy to renew.

Flexibility and Expandability: Planning for the Orange Cove Library included planning to support an automated materials handling and sorting system that employs RFID technology. It is not yet known if funding will allow for an automated handling system. However, component planning was done at the higher level of space needed to support automated materials handling components, so space should be sufficient to support either manual or automated materials handling functions for the foreseeable future.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: The exterior return slot should be well-lighted for the convenience and safety of library patrons.

Plumbing: N/A

Seating: None

Security: In order to prevent possible vandalism and damage to the building, a fire-rated enclosure will be required at the point of building entry for the exterior return slot.

Signage: As part of a uniform, bi-lingual, flexible, easily updated signage system, each return slot should have signage that simply and clearly indicates that materials are to be returned here—i.e. Returns. In the case of the exterior slot, lighting will need to illuminate the signage. Signage should include Grade 2 Braille.

Technology/Power/Audiovisual: Conduit and a junction box will be needed at each automated slot location to accommodate wiring/cabling for the automated system and to interface with system loaders/unloaders. Designers should consult with the vendor technical staff for detailed specifications for the automated materials handling, RFID system.

Components and Furnishings:

Materials Return Slots	Quantity	Item	SF/Item	Total SF
return slot, exterior, automated, lockable, set horizontally in exterior wall	1.0	slot	n.a.	n.a.
return slot, interior, automated, lockable, set horizontally in lobby or circulation service area	1.0	slot	n.a.	n.a.
total				in GSF

1.3   Materials Handling and Sorting   261 sq. ft.

Functional Space Summary: It has not yet been fully decided whether the Orange Cove Neighborhood Library will use a manual or an automated materials handling system.   However, planning has been done to include the increased space and technology demands to accommodate an automated, RFID enabled materials handling system, either Tech Logic™ or an equivalent system.   By planning at this level, the library can install an automated materials handling system during construction, or can add it later if desired.

As a neighborhood branch facility, the automated materials handling system for Orange Cove has been planned as a storage and sorting type system rather than a more extensive system that sorts and deposits materials onto book trucks. The system will include five sorting/transfer bins, with four additional bins available to move into place as the original bins fill.

The system uses hands-free automated book drops which will move returned materials, via conveyor belt, into two loading/unloading machines. From the loading/unloading machines, returned items are pre-sorted by material type, into smart bins. Library staff will empty the bins onto book trucks for shelving. Extra smart bins will be available to move into place as bins reach capacity. Designers and engineers should work closely with the system vendor to plan the system layout and wiring.

If a manual materials handling system is used, smart bins will be replaced by traditional depressible book bins on casters, which will be placed under the returns slots.

A single, adjustable height returns worktable will be located here. This station will be used as a manual backup returns station in case installation of an automated system is delayed, and/or in case of temporary system failure. The worktable will need to accommodate an online terminal and sensitizer/desensitizer/barcode reader.

Other space components include a maximum of six book trucks and two sections of shelving to hold problem materials that have been returned. Staff in this area will also load shared borrowing transfer bins for pick-up and delivery between system branches.

Spatial Relationships and Visual Control: The Materials Handling and Sorting area must have a direct relationship to the Materials Return Slots so that returned items can be properly deposited and checked-in. The Materials Handling and Sorting area must be conveniently located to the Circulation Service Desk so that staff can move between the spaces as needed to exchange smart bins and supervise handling and sorting functions. Functions in this area will include loading of shared borrowing transfer bins which will be picked-up and delivered at the Staff/Deliveries Entrance and arrival point.

Adjacencies: 1.2   Materials Return Slots
                         2.1   Circulation Service Desk

Sight Line To: None

Proximity: 5.4   Staff/Deliveries Entrance and Arrival Point

Occupancy: Staff, 0-2 standing and/or at workstation

Access: The Materials Handling and Sorting area is a staff space and should not include public access. The backup workstation in this area should be height adjustable in order to be ergonomically sound and ADA compliant for any/all staff that work here.

Acoustics: Book returns, sorting and handling can be noisy functions in a library so this space should be acoustically buffered so that noise generated here does not impact library users or library staff at the adjacent Circulation Service Desk or elsewhere in the library.

Collections: Shelving for returned materials that require additional attention, and returned items that are loaded onto book trucks.

Fenestration and Daylighting: This is a staff processing area that does not require natural light. If windows are used in this space they should be located high enough in the walls so that they do not interfere with book trucks or shelf units used here.

Finishes: Walls in the Materials Handling and Sorting area should have finishes that are durable, washable and easy to renew. Corners and walls here should be equipped with bumpers, because numerous book trucks will be moved in/out of this space. Either carpet or hard flooring is acceptable, but carpet will provide better acoustical conditions.

Flexibility and Expandability: Component planning for the automated materials handling and sorting system included calculations for marked growth in circulation, and space components include extra smart bins to support the system, so the space should not have to be expanded in the foreseeable future.   If a manual system is used for materials handling, there should be plenty of space here to accommodate bins and associated equipment, because the space has been planned at the more demanding level for an automated, RFID system.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Good ventilation in this area will be important, because returning materials will produce dust and other particulates as they are handled and sorted.

Lighting, Artificial: Lighting here should be at 20-40 foot-candles and should be planned to avoid screen glare at the workstation.

Plumbing: N/A

Seating: None

Security: In order to prevent possible vandalism and damage to the building, a fire-rated enclosure will need to surround the materials sorting and handling area.

Signage: As part of a uniform, bi-lingual, flexible, easily updated signage system, signage on the exterior of the room must indicate the number/name/function of the Materials Handling and Sorting room. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

Fire and safety signage must meet all local codes for this area.

Technology/Power/Audiovisual: Specifications for power and data to support the automated materials handling system should be planned with the input of the technical staff of the system vendor. Basic wiring needs for the system will include conduit and a J-box.

Provide one standard quad communications outlet (two voice & two data) co-located with associated power at the stand-alone returns workstation.

Provide standard, grounded duplex electrical outlets to meet general power needs in this space.

Outlets can be wall-mounted 6" above the work surface, wall-mounted 15" above the finished floor, or in recessed floor boxes.

Components and Furnishings:

Automated Materials Handling	Quantity	Item	SF/Item	Total SF
loader/unloader	2.0	loader/ unloader	25.00	50
conveyor system	1.0	conveyor	25.00	25
sorting/transfer smart bins (capacity 125 items per bin)	5.0	bin	8.00	40
extra sorting/transfer smart bins	4.0	bin	8.00	32
shelving, 84", for snags, damaged items, etc	2.0	section	10.30	21
workstation, returns, staff, or automated materials handling backup	1.0	workstation	45.00	45
stool, task, staff @ returns workstation (sq. ft. included w/ workstation)	1.0	stool	n.a.	n.a.
computer, staff @ returns workstation (sq. ft. included w/workstation)	1.0	computer	n.a.	n.a.
sensitizer/desensitizer for materials security system	1.0	unit	n.a.	n.a.
barcode reader	1.0	reader	n.a.	n.a.
book truck	6.0	truck	8.00	48
clock, wall	1.0	clock	n.a.	n.a.
receptacle, trash	1.0	receptacle	in GSF	in GSF
total				261

1.4   Multi-Purpose Community Room & Homework Center   835 sq. ft.

Functional Space Summary: The Community Room will serve a variety of purposes. The joint-use project between Kings Canyon Unified School District and the Fresno County Public Library will use this room as a regularly scheduled Homework Center. To accommodate students and homework assistants, the room will be set-up with tables and chairs. The room will have wireless service, so the cart self-contained laptop computers located in an adjacent storage space can be rolled into the room for use in the Homework Center as needed.

In addition to its role as the joint-use Homework Center, this room will serve Orange Cove service area needs for programming and meeting space. The service area is home to a young population, with a large proportion of residents being of school age and younger, and most people here live in families. Orange Cove also has the highest poverty rate of any city in California. As was shown in the community needs assessment, these factors strongly suggest the importance of programming for all ages. Young children and families will attend programs in this room to promote early childhood exposure to language, literature and learning. School age children and teens will attend programs here on a variety of subjects that can expand their knowledge and expose them to possibilities. Community adults and seniors will enjoy programs here that help them improve literacy and life skills and also programs geared to the pleasures of lifelong learning.

This will be a heavily used space and must be flexible and durable. It will include access to library provided laptop computers with wireless and/or hardwired service to facilitate interactive learning opportunities.

This room needs to accommodate groups of 20-24 people when folding tables are in place for the homework center, arts and crafts programs, etc., and up to 60 people when seating is arranged auditorium-style. When story time and similar programs are offered for young children, children will usually sit on the floor. Carpet squares or low-loft cushions will be provided for the children's comfort, and will be stored in the adjacent Multi-Purpose Community Room Storage area (1.4.1A).

The room needs to be equipped with adjustable lighting levels and a ceiling-mounted video projection system. The room should be wired and cabled to support a variety of audiovisual activities, including cable TV reception, video programming and interactive demonstrations of online or Internet resources.

The variety of audiovisual capabilities in the room will make it essential that all windows be equipped with durable, easily adjusted darkening shades so that the space can be conducive to media presentations at any hour of the day.

The room needs a movable lectern, a ceiling or wall-mounted projection screen, a wall-mounted white board and some tackable wall surfaces.

Because this space will be used to conduct children's story time programs, the décor should be warm and casual enough to be appealing to children.

An adjacent, enclosable refreshment preparation area is required, with a microwave oven, work counter and lockable cabinets above and below and a commercial grade sink that is deep enough to accommodate filling a 30-cup coffee urn,

This room may be used to display wall-mounted artwork on either a permanent or a rotating basis. An attractive and convenient picture hanging system should be installed on at least two walls.

The floor should be carpeted in all areas except the area closest to the refreshment preparation area. That area needs hard flooring to prevent carpet damage when food is served. A lockable, adjacent storage room is required.

A sight line to the Children's Picture Books and Parenting Collections is necessary, to allow children visiting the library to attend programs in this space without moving through the rest of the library's public spaces.

Spatial Relationships and Visual Control: The multi-purpose community room/ homework center should be accessible from the main library entrance without passing into the library proper. Occupants in the space will require access to Public Restrooms both during and after library hours. For security purposes, the doorway that will be used for after hours exit should be proximate to library parking. Because children's programs will also be held here, children's groups will need to be able to conveniently enter the room from the children's area. Staff at the Information Service Desk will need to have a sight line into the room to monitor activity there when necessary. Community room storage spaces must be immediately accessible to the room.

Adjacencies:	1.4.1	Multi-Purpose Community Room Storage A & B
Sight Lines To:	1.1	Public Entrance/Lobby
	1.7	Public Restrooms
	2.1	Circulation Service Desk
	2.5	Information Service Desk
	4.5	Children's Picture Books
Proximity:	Library Parking	
Occupancy:	20-24 at tables and chairs or up to 60 auditorium style	

Access: Access to the Multi-purpose Community Room/Homework Center, and Public Restrooms, must be independent of the library's other spaces so that library security is not compromised after hours and so that program attendees do not have to pass through the library to enter or exit the room. People in the room must be able to safely and conveniently exit the building without entering the library proper. Children and students should be able to access the room from within the library, from a secondary entrance located near the children's area.

Acoustics: Sound insulation should be employed to reduce transmission of program and homework center noise from this space to the library proper and to avoid "echo" problems in the room itself.

Loudspeakers for the sound associated with the projection system should be located as close as possible to the projection screen.

Collections: None, though students will bring their own books and library books/textbooks into this space to support their studies.

Fenestration and Daylighting: Interior windows are needed here to provide sight lines into the space in order to monitor activity here. Natural light through windows in exterior walls is highly desirable in this space, but must include durable, easily adjusted darkening shades.

Finishes: Walls finishes should be durable, washable and renewable without undue expense. Some walls in this space should have tackable surfaces. Corner guards should be used throughout the space to avoid damage from movement of chairs, tables and other portable furnishings and equipment. This room may be used to display wall-mounted artwork on either a permanent or a rotating basis so an attractive and convenient picture hanging system should be installed on at least two walls. The floor should be carpeted in all areas except the space closest to the refreshment preparation area. That area needs hard flooring to prevent carpet damage when food is served.

Windows will require durable, easily adjusted darkening shades.

Folding tables for this room, which will be stored on dollies in the adjacent storage room, must be sturdy and durable, but light weight, so that staff or users can easily set them up and move them into place.

Flexibility and Expandability: This room will be used for a variety of purposes, so no columns or other obstructions should restrict audience sight lines, and columns should be located for maximum flexibility of use.

To provide use flexibility, consider using several different types of lighting in the room—downlights, coves, sconces, etc., that can be combined in various ways to suit different activities.

Wireless service is required in this space to support flexible use of laptop computers and other hand-held computing devices now and in the future.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

As an energy conservation measure, this space should be on a separate HVAC zone so that it can be programmed to use less energy when it is not in use. When in use, building systems will need to provide comfortable temperatures, humidity and air quality without undue noise levels.

Consider using CO_2 sensors here so that the mechanical system can "know" when there are more people needing more fresh air, and can respond by increasing the rate of outside air entering the ventilation system

Lighting, Artificial: Provide 30-40 foot-candles with all lights on. Provide separately controlled lighting for the podium or front of the room. The lighting should be dimmable or switch-able to produce approximately 2 foot-candles for note taking during AV presentations, and the note-taking light should not spill onto the projection screen.

To provide use flexibility, there might be several different types of lighting in the room— downlights, coves, sconces, etc., that can be combined in various ways to suit different activities.

This room will be used after regular library hours, so even when facility lights have been turned off for the day, this area will need to have sufficient lighting to continue activity and also for participants to safely exit the building at the end of the event.

Windows will require durable, easily adjusted darkening shades.

Plumbing: The kitchen/refreshment area of the room will require a water/sewer supply line for the sink and garbage disposal. Include hot/cold water at the sink.

Seating: 60 stacking chairs to be used either auditorium style, or at 6 folding tables included for the room.

Security: Access to the Multi-purpose Community Room/Homework Center, and Public Restrooms, must be independent of the library's other spaces so that library security is not compromised after hours and so that program attendees do not have to pass through the library to enter or exit the room. People in the room must be able to safely and conveniently exit the building without entering the library proper or passing through the materials security portals.

During the times that the Homework Center is in use, generally weekdays from approximately 3:30-6:00 p.m., access to this room will be limited to students and homework assistants, who will enter from inside the library proper. Consequently, during those times, the lobby door to this room will be locked.

Emergency exits from this room need to be alarmed, and these exit alarms must be able to be turned off by staff for groups who will use the room after library operating hours.

For security purposes, the doorway that will be used for after hours exit from the multi-purpose community room should be proximate to library parking.

Signage: As part of a uniform, bi-lingual, flexible, easily updated signage system, signage on the exterior of the room must indicate the number/name/function of the Multi-Purpose Community Room. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

A locking, easily changed sign will also be needed outside this room which lists scheduled events.

The interior of the room should include all required fire and safety signs and an occupancy sign that is in compliance with local fire codes.

Technology/Power/Audiovisual: The room needs to be equipped with adjustable lighting levels, a ceiling-mounted video/data projection system and a loudspeaker system to support projection functions.   Planners should consult with projection system vendor technical staff for installation specifications regarding electrical connections, junction boxes, plenum cables and outlets to serve the projector, the sound system, and projection system components which will be located in the adjacent storage room.

The space needs to be wired and cabled to support a variety of audiovisual and telecommunications activities, including cable TV reception, video programming and interactive demonstrations of online or Internet resources.

Wireless service is required in this space to support the use of laptop computers and other hand-held computing devices.

Provide two-four standard duplex communications outlets (one voice and one data) co-located with associated power throughout the room.   Provide one standard quad communications outlet (two voice and two data) co-located with associated power to support computer use with the projection system.

Outlets can be wall-mounted at 15" above the finished floor, or in recessed floor boxes.

If an automatic projection screen is installed, it will require power and switching at the front of the room.

In the refreshment preparation area include electrical outlets for all appliances, either installed or placed on the kitchen counter.

Provide a telephone service outlet at the front of the room.

The library's public address system should be audible here.

Components and Furnishings:

Multi-purpose Community Room & Homework Center	Quantity	Item	SF/Item	Total SF
wireless service	n.a.	n.a.	n.a.	n.a.
chairs, stacking, public	60.0	chair	12.00	720
projection system, ceiling mounted	1.0	system	n.a.	n.a.
projection screen, wall/ceiling mounted pull-down	1.0	screen	n.a.	n.a.
lectern	1.0	lectern	10.00	10
workstation, locking, staff, for homework assistant	1.0	workstation	45.00	45
computer, laptop, staff for homework assistant	1.0	computer	n.a.	n.a.
file, mobile, locking, under workstation	1.0	file	n.a.	n.a.
counter, kitchen/refreshment prep area, 8'Lx2.5'D	1.0	counter	60.00	60
cabinet, storage, above counter, locking (sq. ft. included w/counter)	1.0	cabinet	n.a.	n.a.
cabinet, storage, below counter, locking (sq. ft. included w/counter)	1.0	cabinet	n.a.	n.a.
board, white, wall mounted	1.0	board	n.a.	n.a.
coffee maker, 30 cup	1.0	coffee maker	n.a.	n.a.
oven, microwave	1.0	oven	n.a.	n.a.
sink, kitchen, extra deep	1.0	sink	n.a.	n.a.
refrigerator, under counter	1.0	refrigerator	n.a.	n.a.
garbage disposal	1.0	disposal	n.a.	n.a.
clock, wall	1.0	clock	n.a.	n.a.
receptacle, trash	2.0	receptacle	in GSF	in GSF
total				835

**1.4.1   Multi-Purpose Community Room &   177 sq. ft. (total)
         Homework Center Storage A & B**

Functional Space Summary: Storage for the Multi-Purpose Community Room & Homework Center will be divided into two separate areas. Storage Space "A" will include general storage needs for the Multi-Purpose Community Room & Homework Center. Storage Space "B" will provide storage only for audiovisual items. This arrangement will allow A-V equipment to remain secure, even when groups using the room need open access to table and chair storage.

Storage Space 1.4.1 A will accommodate folding tables on dollies, dollies for chair storage and programming supplies associated with the Program Room.

Storage Space 1.4.1 B will accommodate a self-contained mobile laptop storage cart, controls for the Program Room overhead projection system, and a mobile A-V cart.

Both rooms should have double doors, and must be lockable. Hard floor coverings are required in these spaces, and immediate access to the Program Room is required.

Spatial Relationships and Visual Control: These storage spaces directly support activities in the Multi-purpose Community Room/Homework Center, so they must be immediately adjacent to that room.

Adjacencies: 1.4   Multi-Purpose Community Room/Homework Center

Lines of Sight To: None

Proximate: Main Entrance/Exit of Multi-Purpose Community Room

Occupancy: No continuous occupancy

Access: Access to the storage spaces should be immediately off of the Multi-purpose Community Room/Homework Center. The doors to these storage rooms should be locking and should be extra wide to facilitate moving furniture and equipment in/out. Access will be limited to library staff.

Acoustics: Sound transmission is not of significant concern in these non-occupied spaces.

Collections: None, though program support materials may be stored on shelving here.

Fenestration and Daylighting: Natural light is not required here and windows are not needed/wanted in these spaces.

Finishes: Wall and floor finishes should be durable, washable and renewable without undue expense. Wall bumper guards should be installed here to avoid damage from movement of chairs, tables and other portable furnishings and equipment. The floor should be a hard surface to facilitate the movement of furnishings and equipment.

Flexibility and Expandability: In space 1.4.1A, even though this is a storage room, to insure future flexibility, it should include HVAC system ducts, a communications outlet and a standard number of electrical outlets.

HVAC: In space 1.4.1A, even though this is a storage room, to insure future flexibility, it should include an HVAC system duct.

Lighting, Artificial: Provide 15-25 foot-candles for these spaces, switched next to the entry doors. As an energy-saving feature, consider motion-activated light sensors in these spaces.

Plumbing: None

Seating: None, though seating will be stored here on dollies**.**

Security: Access to these spaces is limited to staff. The doors should be lockable, and the hardware must allow for staff inside the rooms to exit without a key, so that they cannot be inadvertently locked in the room.

Signage: As part of a uniform, bi-lingual, flexible, easily updated signage system, signage on the exterior of these rooms must indicate the number/name/function of the Multi-Purpose Community Room & Homework Center Storage spaces. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

Technology/Power/Audiovisual: System components to support the Multi-purpose Community Room/Homework Center ceiling mounted projection system will be housed here, in space 1.4.1B.   Planners should consult with projection vendor technical staff for installation specifications regarding electrical connections, junction boxes, plenum cables and outlets to serve the system components.

Provide standard, grounded duplex electrical wall outlets to meet general power needs in these spaces, and in space 1.4.1B, dedicate one duplex outlet to the self-contained mobile laptop storage cart for recharging needs.

In space 1.4.1A, provide one standard duplex communications outlet (one voice & one data) co-located with associated power to allow for conversion of the space to other uses in the future, if necessary/desired.

Outlets should be wall-mounted at 15" above the finished floor.

Components and Furnishings:

Multi-Purpose Community Room Storage A	Quantity	Item	SF/Item	Total SF
dollies for stacking chairs, capacity 6 chairs per dolly	10.0	dolly	8.00	80
dollies for folding tables, capacity 2 tables per dolly	3.0	dolly	12.00	36
tables, folding, public stored on dollies (sq. ft. included w/dollies)	6.0	table	n.a.	n.a.
shelving, industrial, 80"	1.0	section	15.00	15
cabinet, supply, locking for basic homework supplies	1.0	cabinet	12.00	12
total				143

Multi-Purpose Community Room Storage B	Quantity	Item	SF/Item	Total SF
cart, mobile laptop storage (self-contained power) for 12 laptop computers	1.0	cart	14.00	14
computers, laptop w/ wireless cards (sq. ft. included w/ cart)	12.0	computer	n.a.	n.a.
rack, AV equipment for projection system console components	1.0	rack	10.00	10
cart, AV	1.0	cart	10.00	10
total				34

1.5   Technology Learning Lab   **368 sq. ft.**

Functional Space Summary: To meet the expressed needs of the community, to help bridge the "digital divide" present in the service area, and as a joint-use project between the Library and the School District, the Orange Cove Neighborhood Library will provide a dedicated space in which to offer computer training classes. Classes will be bi-lingual and will be offered at a variety of skill and technology familiarity levels.

This is a teaching space and will include a technology instructor's station with console and a ceiling mounted projection system. Computers here will need to be networked to the printer and scanner located in the Adult Public Access Computer area of the library.

At least one wall of the lab should be glazed for visual control of the space, and needs to be in sight of a Service Desk.

This room should be planned as a separate HVAC zone, since computers and high usage will likely raise the temperature of the space. Care should be taken with lighting to eliminate or reduce screen glare, and sound-reducing acoustics will be needed here. Furnishings will need to be highly durable, easily cleaned and comfortable for long-term use.

Provide a wall-mounted white board and a pull-down screen, which can each be viewed independently.

Spatial Relationships and Visual Control: The Technology Learning Lab will be used for classes. Staff must be able to monitor activity in the lab so at least one wall of the space must be glazed and must provide a sight line from at least one public service desk.

First time library visitors should be able to easily locate the technology-learning lab along the main paths of travel through the library.

Adjacencies: None

Sight Lines To: 2.1   Circulation Service Desk <u>Or</u>
                          2.5   Information Service Desk

Proximate: Main Path of Travel

Occupancy: Public, 10 seated at computer workstations, plus 1 instructor

Access: Access to the Technology Learning Lab will be restricted, so it must include locking doors. Access will be provided for technology classes, for students working in the homework center, and at the discretion of the library staff when additional public access computers are needed.

Computer workstation furniture should be height adjustable to allow for individual height differences and at least one workstation should be sufficiently height adjustable to provide wheelchair access.

Computers in the lab should include the availability of specialized keyboards or international keyboards, and software to accommodate users who speak/write in Spanish as well as English.

One learning lab computer station must be equipped to accommodate users with a variety of disabilities, including wheelchair access, computer voice assistance technology, etc. Planners should consult the *Telecommunications Act Accessibility Guidelines* and local code requirements for computer workstation specifics. For a list of equal access guidelines for computer workstations, refer to this document's Section *II General Requirements of the Library Building, Power and Data Communication Requirements, Computer Workstations for the Public*.

Acoustics: Sound insulation should be employed to reduce transmission of class and homework noise from this space to the library proper, and sound-reducing acoustics will be needed inside the lab to facilitate teaching and concentration.

Collections: None

Finishes: Wall finishes should be durable, washable and renewable without undue expense. Walls will include a wall-mounted white board and a pull-down projection screen that can be viewed independently of one another. Carpeting is the preferred floor finish here for comfort and sound control. Task chairs will be repeatedly rolled/scooted across the floor in front of the sit-down computer stations, so the carpet must hold up to heavy wear and have a low loop that does not catch in casters.

Finishes on computer workstation furniture and task chairs must be highly durable, as the computer stations will be used heavily, and finishes should be in keeping with the interior design elements of the library. Wire management will be required at each workstation to manage wires/cabling safely and attractively. Task chairs should be adjustable for individual differences.

Windows will require durable, easily adjusted darkening shades.

Fenestration and Daylighting: Interior windows are needed here to provide sight lines into the space in order to monitor activity here. Natural light through windows in exterior walls is desirable in this space, but if windows are included in the design, they must include durable, easily adjusted darkening shades.

Flexibility and Expandability: The lab should be designed with a technology infrastructure that can support opening day equipment and as yet unknown technology developments in the future. Although the computers in the lab will have hard-wired connections, the lab should include wireless service for future flexibility and the use of hand-held computing devices. Computer workstations should be modular rather than permanently fixed in place, and task chairs should be height adjustable. Do not use ganged furnishings, as these limit future layout adjustments.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

This room should be planned as a separate HVAC zone, since computers and high usage will likely raise the temperature of the space.

Consider using CO_2 sensors here so that the mechanical system can "know" when there are more people needing more fresh air, and can respond by increasing the rate of outside air entering the ventilation system

Lighting, Artificial: Provide 20-30 foot-candles with all lights on. Provide separately controlled lighting for the instructor's area in the room. The lighting should be dimmable or switchable to produce approximately 2 foot-candles for note taking during AV presentations, and the note-taking light should not spill onto the projection screen.

Care should be taken with lighting to eliminate or reduce screen glare.

Windows will require durable, easily adjusted darkening shades.

Plumbing: None

Seating: One, adjustable task chair will be required at each of the 10 computer workstations. Chairs will need to be highly durable, adjustable, easily cleaned and comfortable for long-term use.

Security: Access to the technology-learning lab will be restricted, so it must include locking doors. Access will be provided for technology classes, for students working in the homework center, and at the discretion of the library staff when additional public access computers are needed.

Staff must be able to monitor activity in the lab so at least one wall of the space must be glazed and must provide a sight line from at least one public service desk.

Equipment and service cables in the lab will need to be secured against vandalism and theft.

Signage: As part of a uniform, bi-lingual, flexible, easily updated signage system, signage on the exterior of the room must indicate the number/name/function of the Technology Learning Lab. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

The interior of the room should include all required fire and safety signs and an occupancy sign that is in compliance with local fire codes.

Technology/Power/Audiovisual: The lab needs to be equipped with adjustable lighting levels, a ceiling-mounted video/data projection system and a loudspeaker system to support projection functions.   Planners should consult with projection vendor technical staff for installation specifications regarding electrical connections, junction boxes, plenum cables and outlets to serve the projector, the sound system, and projection system components which will be located at the instructor's station.

The space needs to be wired and cabled to support a variety of audiovisual and telecommunications activities, including cable TV reception, video programming and interactive demonstrations of online or Internet resources.

Provide one standard quad communications outlet (two voice & two data) co-located with associated power at each computer workstation.   All computer workstations in the lab must be networked to have access to the printer and scanner located in the adult public access computer area of the library.

Provide wire management for all computer workstation furnishings to manage wires/cables safely and attractively.

Wireless service is required in this space to provide flexibility for use of hand-held computing devices.

Provide standard, grounded duplex electrical outlets to meet general power needs in this space.

Outlets can be wall-mounted at 6" above the work surface, wall-mounted 15" above the finished floor, or in recessed floor boxes.

If an automatic projection screen is installed, it will require power and switching.

Provide one telephone service outlet at the front of the room.

The library's public address system should be audible here.

Components and Furnishings:

Technology Learning Lab	Quantity	Item	SF/Item	Total SF
workstation, computer, public, w/ 1 seat	9.0	workstation	34.00	306
workstation, computer, public, w/ 1 seat (ADA compliant	1.0	workstation, ADA	34.00	34
chair, task, public @ workstation (sq. ft. included w/workstations)	10.0	chair	n.a.	n.a.
computers, public (sq. ft. included w/ workstations)	10.0	computer	n.a.	n.a.
projection system, ceiling mounted	1.0	system	n.a.	n.a.
projection screen, wall/ceiling mounted pull-down	1.0	screen	n.a.	n.a.
instructor console, stand-up	1.0	console	16.00	16
computer, staff for instructor @ console	1.0	computer	n.a.	n.a.
board, white, wall-mounted	1.0	board	n.a.	n.a.
cabinet, supply, locking	1.0	cabinet	12.00	12
clock, wall	1.0	clock	n.a.	n.a.
receptacle, trash	1.0	receptacle	in GSF	in GSF
total				368

1.6   Group Study, Conference and Tutoring Room   150 sq. ft.

Functional Space Summary: The Orange Cove Library will make multiple use of spaces in the facility, which is appropriately sized for the service community and which will offer a variety of well-planned service spaces. This room will be used frequently by students who need to study and brainstorm together, small meetings of staff and public users, and by tutoring pairs working on literacy or academic support.

The room will need to have Internet access, via both hardwired and wireless connections, and it should be equipped with a wall-mounted white board. At least one wall of the room should be glazed so that library staff can monitor activity here.

Seating here will be at a 6-place table, with chairs.

Spatial Relationships and Visual Control: The Group Study, Conference and Tutoring Room will be used by many in the community; because it is likely to be quite popular among teens who are working together on school projects, there should be a sight line between this room and the Teen Area of the library.

Staff must be able to monitor activity in the room, so at least one wall of the space must be glazed and there must be a sight line from the Information Service Desk.

First time library visitors should be able to easily locate the group study, conference and tutoring room along the main paths of travel through the library.

Adjacencies: None

Sight Lines To: 2.5   Information Service Desk
                        3.7   Teen Area

Proximate: Main Paths of Travel

Occupancy: Public, 2-6 seated at shared table

Access: Access to the group study, conference and tutoring room may be restricted, so it must include a locking door. The table in this room should be ADA compliant, so that users in wheelchairs can participate at the table.

Acoustics: Sound insulation should be employed to reduce transmission of conversation and other noise from this space to the library proper.

Collections: None

Fenestration and Daylighting: Natural lighting is desirable, but not required in this space. If windows are included in the design they should not be operable and may require durable, easily adjusted darkening shades.

Finishes: Wall finishes should be durable, washable and renewable without undue expense. One wall will include a wall-mounted white board. The floor should be carpeted to aid in sound control and comfort.

Finishes on the 6-place table and the chairs here should be durable and vandal resistant. The tabletop should be replaceable or able to be refinished. If upholstery is used on the chairs, it must be easily cleaned and able to stand up to repeated cleaning. Furnishing styles and colors throughout the room should be in keeping with the interior design package for the library.

Flexibility and Expandability: To support multiple uses of this space, the group study, conference and tutoring room should have Internet access via both hardwired and wireless service as well as standard electrical outlets.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Provide 30-40 foot-candles measured horizontally at the table surface (approximately 30"). As an energy-saving feature, consider motion-activated light sensors in this space.

Plumbing: None

Seating: Public, 6 seats at a table.

Security: Access to the group study, conference and tutoring room may be restricted, so it must include a locking door.

Staff must be able to monitor activity in the room, so at least one wall of the space must be glazed and must provide a sight line from a public service desk.

Signage: As part of a uniform, bi-lingual, flexible, easily updated signage system, signage on the exterior of the room must indicate the number/name/function of the Group Study, Conference & Tutoring Room. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

The interior of the room should include all required fire and safety signs and an occupancy sign that is in compliance with local fire codes.

Technology/Power/Audiovisual: Provide one standard quad communications outlet (two voice & two data) co-located with associated power to serve computing devices that may be used in this space and also include wireless service here for flexibility.

Provide standard, grounded duplex electrical outlets to meet general power needs in this space.

Outlets should be wall-mounted at 15" above the finished floor.

The library's public address system should be audible here.

1.6   Group Study, Conference and Tutoring Room (continued)

Components and Furnishings:

Group Study, Conference & Tutoring Room	Quantity	Item	SF/Item	Total SF
chairs, reader, public @ 6-pl table	6.0	chair	25.00	150
table, public, 6-place w/ power/data access (sq. ft. included w/ chairs)	1.0	table	n.a.	n.a.
board, white, wall-mounted	1.0	board	n.a.	n.a.
receptacle, trash	1.0	receptacle	in GSF	in GSF
clock, wall	1.0	clock	n.a.	n.a.
Total				150

1.7   Public Restrooms   in GSF

Functional Space Summary: Locate the Public Restrooms adjacent to the Public Entrance/Lobby and the Multi-Purpose Community Room/Homework Center. Each restroom needs to meet local code requirements for quantity of fixtures and stalls. Avoid single-use public restrooms.

Restrooms must be designed for durability, easy maintenance and resistance to vandalism. For ease of cleaning, fixtures should be wall or counter-mounted and cubicle partitions should be ceiling-mounted. Floor and wall covering should be tile. Sloping floors and floor drains are essential.

Waste receptacles should be recessed and/or wall-mounted. Soap and towel dispensers should be located directly over sinks to prevent soap leaks and avoid water drips on the floor. Install electronic hand dryers, a baby changing counter in both the men's and women's restrooms, and parcel shelves or baskets in each stall.

Ensure effective acoustic separation and excellent ventilation of the restrooms from other occupied areas of the building.

Spatial Relationships and Visual Control: The Public Restrooms should be accessible from the main library entrance without passing into the library proper. Occupants in the Multi-purpose Community Room/Homework Center will require access to Public Restrooms both during and after library hours.

In order to reduce inappropriate use of Public Restrooms, they should be located near a heavily traveled area of the library so that staff and patrons will naturally notice unusual activity.

Adjacencies: 1.1   Public Entrance/Lobby/Community Information

Sight Lines To: 1.4   Multi-Purpose Community Room/Homework Center

Proximate: Main Paths of Travel

Occupancy: Public, Meet or exceed local code requirements

Access: Public Restrooms must be easy to find and well-marked

Occupants in the Multi-purpose Community Room/Homework Center will require access to Public Restrooms both during and after library hours.

Meet all ADA requirements and consider using an exterior restroom door that can be operated electronically or is designed on the doorless airport model for ease of wheelchair access.

Acoustics: Provide excellent acoustical separation of restrooms from other occupied areas of the building. Sound insulation should be employed to reduce transmission of noise from this space to the library proper.

Collections: None

Fenestration and Daylighting: Natural lighting is not required here and windows should not be included in the design of this space.

Finishes: Design restrooms to be highly durable, vandal resistant and easy to clean and maintain. Restroom fixtures should be wall-mounted and cubicle partitions should be ceiling-mounted for ease of cleaning.   Floor and wall coverings should be hard surface (non-slip on floors), such as tile, with the walls covered to a height of at least five feet.   Cubicle partitions should be highly durable (e.g. Duraflex™, stainless steel or equivalent).

Waste receptacles should be recessed and/or wall-mounted. Soap and towel dispensers should be located directly over sinks to prevent soap leaks and avoid water drips on the floor.   Install electronic hand dryers, a baby changing counter in both the men's and women's restrooms, and parcel shelves or baskets in each stall.

Flexibility and Expandability: Meet all ADA requirements and consider using an exterior restroom door that can be operated electronically or is designed on the doorless airport model for ease of wheelchair access.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH.   Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Install high-quality industrial strength exhaust system vents in the restrooms.

Lighting, Artificial: Provide 15-25 foot-candles. As an energy-saving feature, consider motion-activated light sensors in this space. Public Restrooms should be on a separate circuit so that library users are not inadvertently left in darkened restrooms when library lights are turned out at closing time.

Plumbing: Water and/or sewer service will be required at all toilets, sinks, hose bibs and floor drains. Hot water will be required at all sinks. Floors should be sloped to a floor drain, and the restroom should include a locking hose bib. Toilets should be low-flush and sinks should have timed shut-off of water flow.

Seating: None

Security: The main door to all Public Restrooms should not be lockable by users. Only staff should be able to lock Public Restrooms, with a keyed mechanism, if they are out-of-service or otherwise unavailable. Avoid single-use Public Restrooms.

In order to reduce inappropriate use of Public Restrooms, they should be located near a heavily traveled area of the library so that staff and patrons will naturally notice unusual activity.

Signage: As part of a uniform, bi-lingual, flexible, easily updated signage system, Public Restrooms must be easy to find and well-marked. Room identification and purpose must be posted outside the room. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

Pictogram signs, frequently used for restrooms, must include the verbal equivalent placed directly below the symbol.

Technology/Power/Audiovisual: Toilets should be low-flush and sinks should have timed shut-off of water flow.

Include tamper-proof, grounded duplex electrical wall outlets outside of restrooms. The outlets should be close enough to the restroom to provide cleaning equipment cord reach.

Outlets should be wall-mounted 15" above the finished floor.

The library's public address system should be audible here.

Components and Furnishings:

Public Restrooms	Quantity	Item	SF/Item	Total SF
stall partition	TBD	partition	n.a.	n.a.
toilet, quantity to be determined by code requirements	TBD	toilet	n.a.	n.a.
shelf, parcel	TBD	shelf	n.a.	n.a.
coat hook	TBD	hook	n.a.	n.a.
sink, restroom lavatory	TBD	sink	n.a.	n.a.
mirror, scratch resistant	TBD	mirror	n.a.	n.a.
baby changing station, one for each public restroom	TBD	station	n.a.	n.a.
hand dryer, electronic	TBD	dryer	n.a.	n.a.
receptacle, waste	TBD	unit	n.a.	n.a.
sanitary disposal unit	TBD	receptacle	n.a.	n.a.
dispenser, soap	TBD	unit	n.a.	n.a.
Total				in GSF

2.1   Circulation Service Desk   **308 sq. ft.**

Functional Space Summary: The Circulation Service Desk or counter will be a central hub of the Orange Cove Library. Staff here will answer non-reference questions, help orient visitors to the library, issue borrowing cards, accept payment of fines for lost and overdue materials, answer and/or refer incoming phone calls, monitor the theft security portals, assist patrons to use the Express Checkout equipment, check out materials for users who do not wish to use the Express Checkout machines, explain library policies and procedures and provide other assistance, as needed.

One of the library's Express Checkout units will be located at the circulation desk, facing the public side of the desk, and the other will be located nearby. An area for library handouts will be built into the desk, which will help to maintain the established level of interaction between the public and staff in this neighborhood library.

The desk will be staffed at all times that the library is open. It will have one staff position at the counter, and a desk behind the counter where the staff person can work on a variety of side duties when customers are not at the counter.

The staff counter position should be equipped with a tall stool that will allow staff to either sit or stand as preferred. There should be lateral counter surface of at least eight feet for the position. Equipment at the circulation position will include an online workstation, a materials checkout and scanner/desensitizer unit, receipt printer, a telephone handset and below counter storage for manuals and brochures. Space for a secure cash register is required. A section of the Circulation Service Desk counter should be at a height to accommodate library users and/or library staff in a wheelchair.

In addition to the counter position, the program calls for a small, auxiliary desk behind the counter where the circulation staff person can work on a variety of side duties when customers are not at the counter. This will include an adjustable height work desk and an adjustable task chair.

Activity at the Circulation Service Desk will often be brisk and sometimes noisy, and will require acoustical buffering. The area will need generous circulation space on both the staff and public sides of the desk, with queuing space for up to six people waiting for assistance and/or using the Express Checkout machine located here.

Staff needs to be able to move quickly and easily between the service counter and the theft security portals.

The desk must be designed with ergonomic and disabled access principles in mind and flooring on the staff side of the Circulation Service Desk must be highly resilient, as staff will spend long hours on their feet in this area.

Spatial Relationships and Visual Control: The Circulation Service Desk is the visual hub of the library and usually the first stop for visitors who want assistance. Staff at the desk will need to have direct adjacency to the Materials Handling and Sorting area to monitor operations there, and they will need to have access to the staff work area. They will also need to be adjacent to the Adult Public Access Computers to help users there and to maintain visual control of the area.

In order to maintain visual control over general library areas and respond to service needs, staff here will need to have clear lines of sight to the Public Entrance, the interior Materials Return Slot, the Multi-Purpose Community Room/Homework Center, the Express Checkout machine that is not located at the Circulation Service Desk, the self-service open Reserve/Hold Shelves, and the Staff Office. Staff here will require a strong line of sight to the Information Service Desk to facilitate service referrals between the desks.

Staff here <u>or</u> at the Information Service Desk will need to be able to visually monitor activity in the Technology Learning Lab. Staff here <u>or</u> at the Information Service Desk will need to be able to visually monitor activity in the Teen Area.

To the extent that design allows, this service desk should be proximate to the Library Staff Work Area.

Adjacencies:		Central Vantage Point for Exterior and Interior Control
	1.3	Materials Handling and Sorting
	3.4	Adult Public Access Computers
Sight Lines To:	1.1	Public Entrance/Vestibule/Community Information
	1.2	Materials Return Slot (Interior)
	1.4	Multi-Purpose Community Room/Homework Center
	1.5	Technology Learning Lab (sight line to <u>either</u> Circulation Service Desk <u>or</u> Information Service Desk
	2.2	Express Checkout
	2.3	Reserve/Hold Shelves, Open Stacks for Self Service
	3.7	Teen Area (sight line to <u>either </u>Circulation Service Desk <u>or</u> Information Service Desk
	5.1	Staff Office
Proximate:	5.2	Library Staff Work Area
Occupancy:		1-2 staff; 2–6 public

Access: A section of the Circulation Service Desk counter should be at a height to accommodate library users and/or library staff in a wheelchair. The desk must be designed with ergonomic and disabled access principles in mind. The service desk area will need generous circulation space on both the staff and public sides of the desk, with queuing space for up to six people waiting for assistance and/or using the Express Checkout machine located here.

Acoustics: Activity at the Circulation Service Desk will often be brisk and sometimes noisy, and will require acoustical buffering. Use sound-absorbing materials, ceiling soffits or other architectural strategies to buffer the Circulation Service Desk area from the adjacent spaces to prevent noise from this active space from intruding unduly into other areas.

Collections: None

Fenestration and Daylighting: Filtered natural lighting is highly desirable here, but should come from windows that are adjacent to the area rather than being part of the service desk space proper. Great care must be taken with orientation in order to avoid screen glare. Interior windows may be used for visual control of other library spaces.

Finishes: Wall and floor finishes at the Circulation Service Desk should be durable, cleanable and renewable without undue expense. The service desk surface must be scratch resistant and the service desk face must resist scuffing. The staff workstations at the Circulation Service Desk must be planned and designed to meet ergonomic standards so as to support staff health and well-being.

The design of the service desk should discourage library customers from moving to the staff side of the desk, but it must not be monolithic, because it should feel highly approachable for the public, and also because staff here will need to be able to move quickly and easily from behind the desk to respond to materials security system alarms, so the desk design must include conveniently located openings.

Circulation staff are on their feet for long hours, so it is very important that the flooring on the staff side of the desk be highly resilient and/or cushioned. If cushioned, the flooring must remain even with surrounding flooring. Counter height for this position should be at standing height, approximately 36"-39".   However, a section of the circulation desk should be lower to meet ADA standards for staff members and library users with disabilities.

Design and equip the Circulation Service Desk as follows:

- Resilient flooring that allows a task chair/stool on casters to move easily;
- Counter tops that are deep enough to accommodate a computer terminal and keyboard and other equipment, but not so deep as to be ergonomically unsound due to the need to reach too far across the desk for materials (approximately 29"-30");
- Counter tops constructed of durable, scratch resistant, easily cleaned material that can be replaced at a future date at reasonable cost;
- Concealed wire management for all equipment and a shield at the back of each computer workstation to conceal wiring;
- Toe space at the base of the desk on the customer side for comfort;
- Storage space, drawers, kneeholes, shelves, etc. on the staff side of the desk—design details to be decided in consultation with the library staff when the circulation desk is selected or designed; and
- ADA accessibility.

Flexibility and Expandability: The Circulation Service Desk should be of a weight and quality that suggests permanence and importance, but it should not be installed as a permanently fixed, built-in unit that cannot be moved or modified in the future. Desk details such as drawers, shelves, etc. should be as modular as possible to allow for change.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.
Circulation staff are on their feet, working quickly to serve customers throughout the day. Cooling and ventilation must be excellent in the area, providing plenty of fresh air.

Lighting, Artificial: Provide 20-40 foot-candles measured horizontally at the work surface. Plan lighting carefully to avoid screen glare.

Plumbing: None

Seating: One adjustable, staff task stool at circulation counter and one adjustable, staff task chair at auxiliary desk.

Security: A secure cash register will be located at the Circulation Service Desk. The library's materials theft security system portals will be located adjacent to the Circulation Service Desk and will be monitored by staff here. It will be important to follow adjacency and sight line requirements to assure that staff at this desk have extensive visual control over library spaces. Include a panic alarm behind the Circulation Service Desk in case staff require emergency assistance.

Signage: As part of a uniform, bi-lingual, flexible, easily updated signage system, this major service point requires a prominent sign to identify it. The sign should have a width-to-height ration between 3:5 and 1:1 for letters and numbers. Signs placed overhead must be placed a minimum of 89" above the floor and must have letters and numbers at least 3" high. Characters should contrast light-to-dark or dark-to-light with the sign background.

Technology/Power/Audiovisual: Provide one standard duplex communications outlet (one voice and one data) co-located with associated power every 4' along the work counter. Provide one standard duplex communications outlet (one voice and one data) co-located with associated power for the printers and the cash register. Provide one standard quad communications outlet (two voice and two data) co-located with associated power at each of the two computer workstations and at the Express Checkout station.

Provide telephone service outlets to accommodate one handset at each staff workstation.

Outlets can be wall-mounted at 6" above the work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes.

Provide a generous number of standard, grounded duplex electrical outlets to meet the considerable general power needs in this space.

Microphone input for the branch's public address system will be located here.

Wiring should allow for the delivery buzzer at the Staff/Deliveries Entrance to also ring at the Circulation Service Desk so that staff will hear it whether or not they are in the staff work area.

As part of the building security system, include wiring for an emergency panic alarm at the desk.

There is an abundance of electrical/data equipment at the Circulation Service Desk. Wire management must be included in all furnishings here to manage the numerous cables and cords safely and attractively.

Components and Furnishings:

Circulation Service Desk	Quantity	Item	SF/Item	Total SF
circulation desk/counter w/1 position @ standing height	1.0	service desk	75.00	75
stool, task, staff @ circulation service desk position (sq. ft. included w/ service desk)	1.0	stool	n.a.	n.a.
computer, staff @ circulation position (sq. ft. included w/ position	1.0	computer	n.a.	n.a.
sensitizer/desensitizer for materials security system	1.0	unit	n.a.	n.a.
express self-checkout machine on public side of circulation counter (second machine is separate & free standing)	1.0	machine	45.00	45
desk, auxiliary, staff, behind circulation counter for side-work & other duties	1.0	desk	45.00	45
chair, task, staff @auxiliary desk (sq. ft. included w/auxiliary desk)	1.0	chair	n.a.	n.a.
printer, receipt	1.0	printer	2.50	3
cash register, secure	1.0	machine	10.00	10
barcode reader	1.0	reader	n.a.	n.a.
public address system	1.0	system	n.a.	n.a.
emergency "panic" alarm button	1.0	alarm	n.a.	n.a.
book truck	2.0	truck	8.00	16
shelving, 78" for closed stack reserves and miscellaneous materials	3.0	section	10.30	31
display of library handouts, built into desk	1.0	unit	6.00	6
circulation queuing space	6.0	people	6.00	36
lateral file	2.0	file	15.00	30
telephone handset	1.0	phone	n.a.	n.a.
telephone, additional cordless phone for shared staff use	1.0	phone	n.a.	n.a.
printer, staff, networked on supply cabinet	1.0	printer	12.00	12
cabinet, supply for printer (sq. ft. included w/printer)	1.0	cabinet	n.a.	n.a.
clock, wall	1.0	clock	n.a.	n.a.
receptacle, trash	2.0	receptacle	in GSF	in GSF
total				308

2.2   Express Checkout   **63 sq. ft.**

Functional Space Summary: To promote customer convenience and efficiency and to make best use of staff time, the Orange Cove Neighborhood Library will provide two Express Checkout machines—one machine will be located at the Circulation Service Desk (see space 2.1), and the other will be within sight of the Circulation Service Desk. These machines are similar to bank ATM machines and they allow library visitors to check-out their own materials rather than taking them to the Circulation Service Desk. It is expected that, assuming initial staff assistance in training people to use express check, the machines will be used by many, if not most, visitors.

The machines will be placed in two prominent areas, at or close to the Circulation Service Desk. Each machine should have plenty of circulation space and sufficient separation to give users some sense of privacy. One or both of the units needs to be accessible to people in wheelchairs. Additionally, each machine will need some counter surface on both sides for user's books and belongings to be put down while using the equipment. Several standard library furniture vendors are now offering customized stands for Express Checkout machines, which include wire management systems.

Queuing space for the machines should allow for up to three people waiting at each of the machines.

Library users who need additional assistance or who prefer having staff checkout their materials will be able to have that level of service at the Circulation Service Desk.

Spatial Relationships and Visual Control: Staff at the Circulation Service Desk may need to assist express check users the first time or two that they use the equipment. Therefore, the equipment located at the desk should be placed near one of the pass-through openings in the desk/counter, and staff should also be able to quickly move to the independent express check station located nearby.

Once patrons have used the Express Checkout equipment, they will want to efficiently exit the library, so the machines should be proximate to the main public entrance/exit.

Adjacencies: None

Sight Lines To: 2.1   Circulation Service Desk
                          2.3   Reserve/Hold Shelves, Open Stacks

Proximate: 1.1   Public Entrance/Lobby

Occupancy: Public, 1 – 4 standing

Access: To encourage use, the machines will be placed in two prominent areas, at or close to the Circulation Service Desk. Each machine should have plenty of circulation space and sufficient separation to give users some sense of privacy. One or both of the units needs to be accessible to people in wheelchairs.

Acoustics: Activity at and near the Circulation Service Desk, where one of the express check machines is located, will often be brisk and sometimes noisy. The level of activity will be heightened by the interaction of staff teaching patrons how to use the Express Checkout equipment. This noisy area will require acoustical buffering. Use sound-absorbing materials, ceiling soffits or other architectural strategies to buffer the Circulation Service Desk area from the adjacent spaces to prevent noise from this active space from intruding unduly into other areas.

Collections: None

Fenestration and Daylighting: Filtered natural light here is desirable, but great care must be taken with orientation in order to avoid screen glare.

Finishes: The public side of the Circulation Service Desk is a high traffic area, so wall and floor finishes here should be highly durable. Carpeting must stand up to repeated cleaning, the service desk surface must be scratch resistant, the service desk face must resist scuffing, and all surfaces must be renewable without undue expense.

Each Express Checkout machine will need some counter surface on both sides for user's books and belongings to be put down while using the equipment, and furnishings/counters should include wire management. Several standard library furniture vendors are now offering customized stands for Express Checkout machines, which include wire management systems.

Flexibility and Expandability: Over time, when the community becomes comfortable with the equipment, the library may wish to relocate the Express Checkout machine that is at the Circulation Service Desk. Queuing space currently planned for the service desk machine would no longer be needed, so space in the area would accommodate this change, should it be needed. If an additional Express Checkout machine is needed at a future date, it is likely that the reduced queuing space needed for staff-assisted checkouts would also allow for the addition of a third machine.

Provide two additional standard quad communications outlet (two voice and two data) co-located with associated power to accommodate the possible expansion of the Express Checkout area in the future.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH.   Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Provide 30-40 foot-candles measured horizontally at the work surface. Plan lighting carefully to avoid screen glare.

Plumbing: None

Seating: None

Security: The machines should be placed so that they give users some sense of privacy. The equipment should be within sight of staff to discourage vandalism.

Signage: For efficiency reasons, the library will want to encourage public use of the Express Checkout machines, so signs that are part of a uniform, bi-lingual, flexible, easily updated signage system will be needed to help library users locate and use the equipment.

Overhead signs must be placed a minimum of 89" above the floor and must have letters and numbers at least 3" high.

Technology/Power/Audiovisual: Provide one standard quad communications outlet (two voice and two data) co-located with associated power for each Express Checkout machine. The machines will be networked with the library's online circulation system.

Provide two additional standard quad communications outlets (two voice and two data) co-located with associated power to accommodate the possible expansion of the Express Checkout area in the future.

Wire management must be included in all furnishings to accommodate Express Checkout equipment.

Provide one standard quad communications outlet (two voice & two data) co-located with associated power at the stand-alone returns workstation. In addition to a computer, this workstation will also require a materials security system sensitizer/desensitizer.

Provide standard, grounded duplex electrical outlets to meet general power needs in this space.

Outlets can be wall-mounted at 6" above the work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes.

Components and Furnishings:

Express Checkout	Quantity	Item	SF/Item	Total SF
workstation, express checkout, public	1.0	workstation	45.00	45
express checkout machine (second machine @ circ. desk)	1.0	machine	n.a.	n.a.
queuing space	3.0	people	6.00	18
receptacle, trash	1.0	receptacle	in GSF	in GSF
total				63

2.3 Reserve/Hold Shelves, Open Stacks for Self-Service   41 sq. ft.

Functional Space Summary: To promote customer convenience and efficiency and to make best use of staff time, the Orange Cove Neighborhood Library will shelve patron reserves/holds on open access shelves that are available for self-service. Items shelves here will be marked with the name of the patron who reserved them, so that patrons may conveniently browse the shelves to determine if reserved items are available for pick-up. The shelves will be adjacent to the Circulation Service Desk so that staff can monitor activity and can assist users if necessary.

Spatial Relationships and Visual Control: Staff at the Circulation Service Desk will need to assist users if they are having trouble locating their reserved items, and staff will also quickly reshelve reserve items as they are returned throughout the day, so the open reserve/hold shelves must be located within sight of the Circulation Service Desk. Staff at the Circulation Service Desk will also need to have visual control of the Open Reserve/Hold Shelves in order to monitor activity here.

In order to avoid confusion for library users, the Reserve/Hold Shelves need to stand on their own, separate from all other collections so that casual users do not misunderstand what is shelved here and remove other people's reserved materials from the shelf.

Open Reserve/Hold Shelves need to be located within sight of the Express Checkout machines so that patrons can find their reserved items and then conveniently proceed to a machine for checkout.

Adjacencies: None

Sight Lines To: 2.1   Circulation Service Desk
                          2.2   Express Checkout

Proximate: 1.1   Public Entrance/Lobby

Occupancy: Public, 1 – 4 standing

Access: The 78" high shelves used here will require at least 42" wide aisles to accommodate comfortable access for library visitors of all abilities. The reserve/hold shelves should be located prominently, within sight of the Circulation Service Desk so that library users can find them easily.

Acoustics: Standard

Collections: Reserved or held items ready for patron pick-up, shelved on 78" high standard shelf units to accommodate up to 540 items, or 648 items if the base shelf is used. Aisles will be 42".

Shelving will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be

welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

Fenestration and Daylighting: Filtered natural lighting is desirable here, but direct sunlight on the collections should be avoided. All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare.

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available. This will be a high traffic area, so carpeting, which is the preferred floor finish, should be highly durable and able to stand up to repeated cleaning.

Shelving with an epoxy powder finish is preferred over enamel coatings.

Flexibility and Expandability: Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting freestanding book stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

Based on area demographics, and system-wide service planning and collection size, the capacity of the area to accommodate this service, is expected to be sufficient for the foreseeable life of the facility.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: 6 foot-candles minimum at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the book stack face. Overhead lighting over book stacks should be placed perpendicular to the stacks to provide light from both sides of a user standing in the aisle, and to provide more flexibility for any future reconfiguration of stack areas.

Plumbing: None

Seating: None

Security: Standard

Signage: As part of a uniform, bi-lingual, flexible, easily updated signage system, signs will be needed to help library users find/identify the reserve/hold shelves. If overhead signage is used, it must be placed a minimum of 89" above the floor and must have letters and numbers at least 3" high.

2.3   Reserve/Hold Shelves, Open Stacks for Self-Service (continued)

Technology/Power/Audiovisual: Provide safety capped, grounded duplex electrical outlets to meet the general power needs in this space.

Outlets can be wall-mounted 15" above the finished floor.

Components and Furnishings:

Reserve/hold shelves, open stacks for self-service	Quantity	Item	SF/Item	Total SF
shelving, 78", for user self-serve reserves	4.0	section	10.30	41
total				41

2.4   Copy Center   **106 sq. ft.**

Functional Space Summary: A coin operated photocopier and associated small equipment will be needed in the Orange Cove Neighborhood Library, and the Copy Center will serve walk-in traffic as well as library users.

When planning the wiring and communications service for the building, plan for a network connection for the copy machine so that jobs can be sent directly from staff and/or public computers to the photocopier.

This area needs to be convenient to the reference collections and should be visible from the Information Service Desk.   It can be a noisy area, so it should be somewhat separated for acoustical buffering, but not in an enclosed space.

Copy machines emit particulates, so venting of this area must allow it to meet all current industry air quality standards.

Spatial Relationships and Visual Control: Staff at the Information Service Desk will provide basic maintenance of the photocopy equipment (paper, toner, placing service calls), and will assist users of the equipment as needed, so they require a clear sight line to the Copy Center.   The Copy Center should be located within sight of the reference collections—these materials cannot be checked out of the library, so users will frequently copy from them.

The Copy Center will serve walk-in traffic as well as library users, so it should be proximate to the main path of travel through the library.

Adjacencies: None

Sight Lines To: 2.5   Information Service Desk
                         3.3   Adult and Teen Reference Collection

Proximate: Main Path of Travel

Occupancy: Public, 1 - 2

Access: There should be sufficient circulation space in the Copy Center to accommodate a person in a wheelchair or up to two simultaneous users at the photocopy machine and the adjacent work counter.

Acoustics: The Copy Center space should be designed so that noise generated by the equipment here is effectively contained.

Collections: None

Fenestration and Daylighting: Filtered natural lighting is desirable here, but not required.

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available. This will be a high traffic area, so carpeting, which is the preferred floor finish, should be highly durable and able to stand up to repeated cleaning.

Finishes for the storage cabinet and work counter here should be in keeping with other interior design elements. Cabinets should be lockable and the counter surface should be scratch resistant and replaceable without undue expense. Include a generous backsplash on the counter to protect the wall above the counter.

Flexibility and Expandability: The Copy Center should be in an alcove rather than a separate room.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Copy machines emit particulates, so venting of this area must be sufficient to allow it to meet all current industry air quality standards.

Lighting, Artificial: 20-30 foot-candles minimum measured horizontally at the work counter or copy machine surface.

Plumbing: None

Seating: None

Security: Standard

Signage: As part of a uniform, bi-lingual, flexible, easily updated signage system, signs will be needed to help library users find/identify the Copy Center. If overhead signage is used, it must be placed a minimum of 89" above the floor and must have letters and numbers at least 3" high.

Technology/Power/Audiovisual: One black & white photocopier with a coin-op/debit card feature will be housed here.

Provide one standard quad communications outlet (one voice and one data) co-located with associated power for the copy machine and coin/card payment system that provides network capability with public/staff computers so that copy/print jobs can be sent directly to the photocopier.

Wire management for the copier and support small equipment should be planned at the work counter and behind the photocopy machine.

Provide safety capped, grounded duplex electrical outlets to meet general power needs in this space.

Outlets can be wall-mounted at 6" above the work surface or wall-mounted 15" above the finished floor.

Components and Furnishings:

Copy Center	Quantity	Item	SF/Item	Total SF
photocopier, networked, B&W or color .	1.0	machine	40.00	40
coin/card operation unit associated with photocopier	1.0	unit	n.a.	n.a.
scanner, public, networked on stand	1.0	scanner	12.00	12
stand, for scanner (sq. ft. included w/scanner)	1.0	stand	n.a.	n.a.
counter, work for small equipment, 3'Dx8' L + circulation	1.0	counter	46.00	46
cabinet, storage, below counter, locking (sq. ft. included w/counter)	1.0	cabinet	n.a.	n.a.
telefax machine, public	1.0	fax	n.a.	n.a.
stapler, public	1.0	stapler	n.a.	n.a.
paper-cutter, safety rated, public	1.0	cutter	n.a.	n.a.
tape dispenser, public	1.0	dispenser	n.a.	n.a.
3-hole paper punch, public	1.0	punch	n.a.	n.a.
bin, recycling	2.0	bin	4.00	8
receptacle, trash	1.0	receptacle	in GSF	in GSF
total				106

2.5   Information Service Desk   **122 sq. ft.**

Functional Space Summary: This service desk, serving the reference needs of adults, students, children and families, will be staffed most times that the library is open. Staff here will assist library users to locate the information and materials they seek, will assist recreational readers to find satisfying materials and will help library users formulate research strategies for personal information needs and/or school assignments.

The Information Service Desk must have a clear visual connection to the Circulation Service Desk so that users can be referred easily from one service point to the other. The service desk will have one, seated (approx. 29"), ADA compliant staff position.

The staff person here will need to have access to shelf units for ready reference and professional materials as well as a mobile, under desk file cabinet. The position will be equipped with a computer and a telephone handset.

While the design of the Information Service Desk should provide a division between public and staff space, care should be taken to avoid creating a formal or formidable barrier here—library users of all ages should feel welcome to approach this casual, but professional, service point.

Staff working at this service point will be on the move constantly, standing up and sitting down, moving from the service desk to public computer stations and into library collections—adult, teen and children's, to assist users. Staff needs to be able to move quickly and easily from the desk area into the rest of the library.

The print reference collections need to be adjacent to this service desk, and there should be a line of sight from the desk to the Adult Public Access Computers. There must be a clear, open and obvious path of travel from the desk to the children's area of the library. Staff either here or at the Circulation Service Desk will monitor activity in the Teen Area.

Design and equip the Information Service Desk as follows:

- Counter tops that are deep enough to accommodate a computer terminal and keyboard and other equipment, (approximately 29"-30");
- Counter tops constructed of durable, scratch resistant, easily cleaned material that can be replaced at a future date at reasonable cost;
- Staff computer terminal placed so that it does not block interaction between library users and staff;
- Concealed wire management for all equipment and a shield at the back of each computer workstation to conceal wiring;
- Toe space at the base of the desk on the customer side for comfort;
- Storage space, drawers, kneeholes, shelves, etc. on the staff side of the desk— design details to be decided in consultation with the library staff when the circulation desk is selected or designed; and
- ADA accessibility.

Spatial Relationships and Visual Control: The Information Service Desk is the central source of in-depth assistance in the library, so it should be easily located along the main paths of travel through the library. Staff at the desk will need to have direct adjacency to the print reference collections and they will need a line of sight to the Adult Public Access Computers.

Staff here will also move in/out of all collection and public service spaces, to help library users.   Staff will need to have sight lines to the Multi-purpose Community Room/Homework Center, to the group study/conference/tutoring room, and to the children's area. Staff here or at the Circulation Service Desk will need to be able to visually monitor activity in the Technology Learning Lab and the Teen Area.

Staff here will require a strong line of sight to the Circulation Service Desk to facilitate service referrals between the desks.

Adjacencies:	3.3	Adult and Teen Reference Collection
Sight Lines To:	1.4	Multi-Purpose Community Room/Homework Center
	1.5	Technology Learning Lab (sight line to either Circulation Service Desk or Information Service Desk
	1.6	Group Study, Conference and Tutoring Room
	2.1	Circulation Service Desk
	2.4	Copy Center
	3.4	Adult Public Access Computers
	3.5	Adult Circulating Books (fiction/nonfiction/language)
	3.7	Teen Area (sight line to either Circulation Service Desk or Information Service Desk
	4.1	Children's Reference, New/Display Books & Magazines
	4.2	Children's & Family Public Access Computers
	4.5	Picture Books & Parenting Collection
Proximate:	Main Paths of Travel	
Occupancy:	1 staff seated, 1- 3 public standing	

Access: The Information Service Desk should be at a height to accommodate library users and/or library staff in a wheelchair. The desk must be designed with ergonomic and disabled access principles in mind. The service desk area will need generous circulation space on both the staff and public sides of the desk, with queuing space for up to three people waiting for assistance.

Acoustics: Activity at the Information Service Desk is interactive, requiring conversations. Use sound-absorbing materials, ceiling soffits or other architectural strategies to buffer the Information Service Desk area from the adjacent spaces to prevent noise from this interactive space from intruding unduly into other areas.

Collections: Staff ready reference materials will be housed here in two sections of 42" steel shelving units.

Fenestration and Daylighting: Filtered natural lighting is highly desirable here, but should come from windows that are adjacent to the area rather than being part of the service desk space proper. Great care must be taken with orientation in order to avoid screen glare here.   Interior windows may be used for visual control of other library spaces.

Finishes: Wall/floor finishes at the Information Service Desk should be durable, cleanable and renewable without undue expense. The service desk surface must be scratch resistant and the service desk face must resist scuffing. The service desk must be planned and designed to meet ergonomic standards so as to support staff health and well-being.

The design of the service desk should discourage library customers from moving to the staff side of the desk, but it must not be monolithic, because it should feel highly approachable for the public, and also because staff here will need to be able to move quickly and easily from behind the desk to respond to users questions and service needs.

Counter height for this position should be at sitting height, approximately 29"-30".

Design and equip the Information Service Desk as follows:

- Counter tops that are deep enough to accommodate a computer terminal and keyboard and other equipment, (approximately 29"-30");
- Counter tops constructed of durable, scratch resistant, easily cleaned material that can be replaced at a future date at reasonable cost;
- Staff computer terminal placed so that it does not block interaction between library users and staff;
- Concealed wire management for all equipment and a shield at the back of each computer workstation to conceal wiring;
- Toe space at the base of the desk on the customer side for comfort;
- Storage space, drawers, kneeholes, shelves, etc. on the staff side of the desk—design details to be decided in consultation with the library staff when the circulation desk is selected or designed; and
- ADA accessibility.

Flexibility and Expandability: The Circulation Service Desk should be of a weight and quality that suggests permanence and importance, but it should not be installed as a permanently fixed, built-in unit that cannot be moved or modified in the future. Desk details such as drawers, shelves, etc. should be as modular as possible to allow for change.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Provide 20-40 foot-candles measured horizontally at the work surface. Plan lighting carefully to avoid screen glare.

Plumbing: None

Seating: One adjustable, staff task chair at desk.

Security: It will be important to follow adjacency and sight line requirements to assure that staff at this desk have extensive visual control over library spaces.

Signage: As part of a uniform, bi-lingual, flexible, easily updated signage system, this major service point requires a prominent sign to identify it. If an overhead sign is used, it must be a minimum of 89" above the floor and must have letters and numbers at least 3" high.

Technology/Power/Audiovisual: Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the staff computer workstation.

Provide standard, grounded duplex electrical outlets to meet general power needs in this space.

Provide a telephone service outlet at the desk.

Outlets can be wall-mounted at 6" above the work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes.

Wire management must be included in all furnishings here to manage cables and cords safely and attractively.

2.5   Information Service Desk (continued)

Components and Furnishings:

Information Service Desk	Quantity	Item	SF/item	Total SF
information service desk for reference/children's w/1 position @ sitting height	1.0	service desk	75.00	75
chair, task, staff @ information service desk position (sq. ft. included w/service desk)	1.0	chair	n.a.	n.a.
computer, staff @ information position (sq. ft. included w/ position)	1.0	computer	n.a.	n.a.
file, mobile, locking, under work counter	1.0	file	n.a.	n.a.
shelving, 42" for ready reference	2.0	section	10.30	21
book truck	1.0	truck	8.00	8
reference queuing space	3.0	people	6.00	18
telephone handset	1.0	phone	n.a.	n.a.
clock, wall	1.0	clock	n.a.	n.a.
receptacle, trash	1.0	receptacle	in GSF	in GSF
total				122

3.1   New Books Browsing and Art/Culture Display   95 sq. ft.

Functional Space Summary: This space needs to be visible from the entrance and it must be visually appealing. Library users will frequently drop by this area to see what books are newly available and to enjoy displays that showcase art and materials related to the history and cultural heritage of Orange Cove and its residents. Consequently, this area is expected to be a major magnet and center of activity. The space needs to draw visitors in and allow them to browse through display shelves of new and popular materials.

New circulating books, and high interest materials from the collection will be displayed here, with some of the books displayed face-out.

In response to community input during the needs assessment, display space for 2D and 3D art and materials will be located here.

Spatial Relationships and Visual Control: This is expected to be one of the most popular areas in the library so it should be within sight of the main path of travel from the entrance. By placing this space prominently, the library will have an effective marketing tool that will draw visitors as soon as they enter the building.

This busy, and potentially noisy area should be located away from quieter areas of the library.

To the extent that design allows, this area should be proximate to the Adult/Teen Audiovisual Media collection, which will also be a very popular area with a similar appeal as the new books section.

Adjacencies: None

Sight Lines To: 1.1   Public Entrance/Lobby/Community Information

Proximate: 3.2   Adult and Teen Audiovisual Media

Occupancy: Public, 3 – 8 standing

Access: The 78" high shelves used here will require at least 48" wide aisles to accommodate comfortable browsing access for library visitors of all abilities. The shelves for new book and the display space should be located prominently, within sight of the main entrance so that library users can find them easily.

Acoustics: Locate this busy space away from quieter areas of the library. People browsing new books and viewing displays are likely to have conversations with one another, so designers should use sound absorbing materials, and other architectural strategies to buffer this area from the adjacent spaces to prevent noise from intruding unduly into other areas.

Collections: New books and popular collections will be shelved here on 78" high shelf units to accommodate up to 180 volumes with some titles displayed face-out. Aisles will be 48" to encourage browsing.

Shelving will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California.   Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving.   Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

Fenestration and Daylighting: Filtered natural lighting is desirable here, but direct sunlight on the collections should be avoided.   All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare.

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available. This will be a high traffic area, so carpeting, which is the preferred floor finish, should be highly durable and able to stand up to repeated cleaning.

Provide a convenient and attractive hanging system for 2D art displays here, and a locking display case for 3D art/materials. Style and finishes on the display case should allow for easy viewing and should be in keeping with the interior design of the library.

Shelving with an epoxy powder finish is preferred over enamel coatings.

Flexibility and Expandability: Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting freestanding book stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Ensure that the materials displayed in this space are well-lighted, enhancing the retail merchandising quality of the space. Consider using downlights to emphasize the area and provide 6 foot-candles minimum at a height of 12", and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the book stack face.

Use accent lighting for art/materials display areas and low-heat lights inside display cases.

Plumbing: None

Seating: None

Security: Standard

Signage: As part of a uniform, bi-lingual, flexible, easily updated signage system, signs will be needed to help library users find/identify the New Books Browsing and Art/Culture Display area.   If overhead signage is used, it must be placed a minimum of 89" above the floor and must have letters and numbers at least 3" high.

Technology/Power/Audiovisual: Provide safety capped, grounded duplex electrical outlets to meet the general power needs in this space.

Outlets can be wall-mounted 15" above the finished floor.

Components and Furnishings:

New Books Browsing & Art/Culture Display	Quantity	Item	SF/Item	Total SF
shelving, 78", display-type, for new/display books	4.0	section	11.25	45
panels for art/culture display, to hang 2D art	n.a.	space	in GSF	in GSF
display case for art/culture materials, free standing or wall inset, locking, for 3D objects	1.0	display case	50.00	50
total				95

3.2   Audiovisual Media for Adults and Teens   143 sq. ft.

Functional Space Summary: All audiovisual materials for adults and teens, both in English and Spanish, will be housed here.

The audiovisual media area for adults and teens will contain music on compact discs, books on tape and CD, videos and DVDs, computer software and language learning materials to promote literacy. Audiovisual media for children will be found in the children's area.

An A-V listening and viewing station is included here so that patrons can use and/or preview the collections in the library.

The various collections housed here need to be clearly defined and differentiated through the shelving arrangement and signage.

Spatial Relationships and Visual Control: This will be a popular area in the library and should be within sight of a main path of travel through the building.

This busy, and potentially noisy area should be located away from quieter areas of the library.

To the extent that design allows, this area should be proximate to the New Books Browsing area, another high visibility, popular area.

Adjacencies: None

Sight Lines To: Main Path of Travel

Proximate: 3.1   New Books Browsing & Art/Culture Display
                          3.7   Teen Area

Occupancy: Public, 3 –10 standing

Access: To facilitate browsing of the audiovisual collections, the medium height 66" high shelves here will include both standard shelves and A-V browsing bins. Aisles will be 42" wide to accommodate access by library visitors of all abilities.

Acoustics: Locate this busy space away from quieter areas of the library. People browsing new books and viewing displays are likely to have conversations with one another, so designers should use sound absorbing materials, and other architectural strategies to buffer this area from the adjacent spaces to prevent noise from intruding unduly into other areas.

Collections: Audiovisual resources will be shelved here on 66" high shelf units. The shelf uprights will accommodate standard shelves for videos, audiobooks, CD-ROMs, computer software and language learning materials, and also A-V browsing bins for CDs, and DVDs. Aisles will be 42" wide.

Shelving will be steel book stack adjustable shelving/browser bins, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

All 66" shelf units must include canopy tops so that the stacks in these lower shelves will look finished and tidy.

Fenestration and Daylighting: Filtered natural lighting is desirable here, but direct sunlight on the collections should be avoided. All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare.

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available.

Shelving with an epoxy powder finish is preferred over enamel coatings.

Finishes on the A-V listening and viewing station should be in keeping with the interior design plan for the library.

Flexibility and Expandability: Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting freestanding book stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

Shelving choices continue to evolve, and by using steel upright, standardized shelving units, different types of audiovisual shelving styles can be hooked into the basic uprights as needed/desired.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Ensure that the materials displayed in this space are well-lighted, enhancing the retail merchandising quality of the space.   Provide 6 foot-candles minimum at a height of 12", and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the stack face.

Plumbing: None

Seating: One seat at an audiovisual listening/viewing station.

Security: Standard

Signage: As part of a uniform, bi-lingual, flexible, easily updated signage system, signs will be needed to help library users find/identify the audiovisual shelves. Signs will be needed on the shelf units and/or end panels to differentiate between audiovisual formats. If overhead signage is used it must be place a minimum of 89" above the floor and have letters and number at least 3" high.

A sign will be needed at the audiovisual listening/viewing station.

Technology/Power/Audiovisual: Provide safety capped, grounded duplex electrical outlets to meet the general power needs in this space.

Provide two standard duplex electrical outlet dedicated to the A-V listening and viewing station. Wire management must be included in the A-V station to manage cables and cords safely and attractively. At the A-V listening and viewing station, include an audio system to play CDs and a video console to play both videotapes and DVDs. Both systems will need to be compatible with standard, widely available stereo/monaural headphones.

Outlets can be wall-mounted 6" above the work surface (A-V listening/viewing station), 15" above the finished floor, or in recessed floor boxes.

Components and Furnishings:

Adult & Teen Audiovisual Media	Quantity	Item	SF/Item	Total SF
station, audiovisual listening/viewing, public	1.0	station	36.00	36
chair, task, public @ audiovisual station (sq. ft. included with station)	1.0	chair	n.a.	n.a.
audiocassette/CD player/recorder combo unit	1.0	equip.	n.a.	n.a.
monitor/VCR/DVD combo unit	1.0	equip.	n.a.	n.a.
shelving, 66", for videos	0.3	section	10.30	3
shelving, 66", for Spanish language videos	0.4	section	10.30	4
shelving, 66", browse bins, for English or multi-track DVDs	1.1	section	10.30	12
shelving, 66", browse bins, for Spanish language DVDs	0.4	section	10.30	4
shelving, 66", browse bins, for music CDs	1.7	section	10.30	18
shelving, 66", for audiobooks	3.5	section	10.30	36
shelving, 66", for CD-ROM & software	0.9	section	10.30	9
shelving, 66", for language learning	2.0	section	10.30	21
total				143

3.3   Adult and Teen Reference Collection   335 sq. ft.

Functional Space Summary: This space contains the interfiled adult and teen reference book collections, on shelves that include a rollout middle shelf to support potentially heavy and unwieldy reference materials. The reference collection must be located adjacent to the Information Service Desk, because staff here will use this collection heavily to help library visitors with their information and research needs. Community residents will also access the reference collections on their own. In addition to the standard reference book collection, additional reference formats are located here in an atlas case and a dictionary case.

Included in the area is a four-place table so that users can carry items from the reference collection a short distance and sit down to work on their research projects.

Spatial Relationships and Visual Control: Staff at the Information Service Desk will constantly move in and out of the reference collections, responding to user's questions and providing proactive reference service by asking people who are browsing the reference collection if they are finding what they need. Therefore, it will be important for the reference collection and the Information Service Desk to be adjacent to one another.

Because reference materials do not circulate, users frequently make photocopies from them, so there should be a sight line from the reference collections to the Copy Center. Another important sight line will be between the reference collection and the Adult Public Access Computers. In today's information climate, people routinely move between print and electronic information resources and so will need convenient access to both.

On those occasions when a staff member is not available at the Information Service Desk, users are likely to seek help at the Circulation Service Desk. So for staff efficiency, the Circulation Service Desk should be proximate to the reference collection.

Adjacencies: 2.5   Information Service Desk

Sight Lines To: 2.4   Copy Center
                         3.4   Adult Public Access Computers

Proximate: 2.1   Circulation Service Desk

Occupancy: Public, 1-4 seated, 2-12 standing

Access: Reference collections will be shelved on 78" high shelf units with a rollout center shelf to facilitate the use of potentially heavy reference materials. Aisles will be 42" wide to accommodate access by library visitors of all abilities.

Acoustics: The reference area is a focused research space that should be conducive to concentration. However it is also an area where quiet conversations between the staff and users take place as part of the research process. Therefore designers should use sound absorbing materials and strategies in the reference collection area.

Collections: Reference materials will be shelved here on 78" high shelf units. Shelves will be 12" deep to accommodate the larger size of many reference resources, and they

will be slotted to accept optional steel dividers to help keep remaining, often unwieldy collections from falling over when books are lifted from the shelf. Aisles will be 42" wide.

Shelving will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California.   Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

Fenestration and Daylighting: Filtered natural lighting is highly desirable here, but direct sunlight on the collections or seating should be avoided. All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare.

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available.   Carpet, for comfort and sound control, is the preferred floor finish.

Finishes on the 4-place table and the chairs here should be durable and vandal resistant. The tabletop should be replaceable or able to be refinished. If upholstery is used on the chairs, it must be easily cleaned and able to stand up to repeated cleaning. Furnishing styles and colors should be in keeping with the interior design package for the library. Wire management must be included to manage cables and cords safely and attractively.

Shelving with an epoxy powder finish is preferred over enamel coatings.

Flexibility and Expandability: Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting freestanding book stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

Wireless service and/or hardwiring should be available at the user table in this area to allow for use of laptop computers and other hand-held computing devices.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: For collection stacks, provide 6 foot-candles minimum at a height of 12", and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the stack face.

At the reader table located here, provide 30-40 foot-candles. If ambient lighting cannot provide this level of illumination, task lighting can be used to augment reader needs. If task lights are employed, special care must be given to wire management and to lamps and shades so that they cannot be easily removed by visitors, and shades cannot be damaged by graffiti. All lights in the library, including task lighting, should be controlled from a central light panel.

Plumbing: None

Seating: Public, 4 seats at a reader table.

Security: If task lighting is employed, special care must be taken in selecting lamps and shades that cannot be easily removed by visitors, and shades that cannot be damaged by graffiti.

Signage: As part of a uniform, bi-lingual, flexible, easily updated signage system, include end panel signs on all stacks to identify range contents. If an overhead sign is used to identify the reference area, it must be placed a minimum of 89" above the floor and must have letters and numbers at least 3" high.

Technology/Power/Audiovisual: Provide wireless service and/or hardwiring at the user table in this area to allow for use of laptop computers and other hand-held computing devices. For hardwiring purposes this will require one single data drop (jack) per reader seat, with associated power of one duplex power receptacle for every data drop provided. Outlets here can be wall-mounted 6" above the table, wall-mounted 15" above the finished floor, or in recessed floor boxes, accommodating two, four, or more drops (jacks). Data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Wire management must be included in the furniture to manage cables and cords safely and attractively.

Provide safety capped, grounded duplex electrical outlets to meet the general power needs in this space.   Outlets can be wall-mounted 15" above the finished floor.

Components and Furnishings:

Adult and Teen Reference Collection	Quantity	Item	SF/Item	Total SF
chairs, reader, public @ 4-pl table	4.0	chair	25.00	100
table, 4-place, public (sq. ft. included w/chairs)	1.0	table	n.a.	n.a.
shelving, 78"w/12" shelf & middle rollout shelf for adult reference books	16.7	section	11.25	188
stand, atlas	1.0	stand	35.00	35
stand, dictionary	1.0	stand	12.00	12
receptacle, trash	1.0	receptacle	in GSF	in GSF
total				335

3.4   Adult Public Access Computers   **316 sq. ft.**

Functional Space Summary: Community input during the Orange Cove needs assessment repeatedly pointed to the need for a generous number of computers. Few people in this economically poor community own home computers and so they will rely on the neighborhood library for access to today's technology.

To respond to that need, the computer area for adults will include ten public access computer workstations. Six will be sit-down stations offering full access to the online catalog, the Internet, subscription databases, document-processing software and specialized information resources mounted on the library network. One is planned as an Internet express stations for quick searches. Three will be dedicated to OPAC (online public access catalog) and subscription databases searching—two at sit-down stations and one stand-up express station.

The adult computer stations should be grouped together for visibility by the public, and they should be located adjacent to the Circulation Service Desk to allow staff to monitor activity at the computer stations. Time-management software will be installed on these computers to free library staff from scheduling duties. A networked printer is accommodated within the space to support computer-based work, and a networked scanner will be available in the Copy Center.

The clicking of computer keys and people working together or with library staff at computer stations can be somewhat distracting, so it will be important to provide acoustical buffering for the area. Orientation and lighting should be considered to avoid screen glare.

When selecting furnishings for the computer workstations, care should be given to select units with flexible and secure wire management systems that are easily accessed by the library staff. Each furniture unit should have sufficient work surface for a computer mouse, books, papers and writing space, and should allow each user some degree of privacy.

These public computers should include the availability of specialized keyboards or international keyboards, and software to accommodate users who speak/write in Spanish as well as English.

One of the public computer workstations must be equipped to accommodate users with disabilities—refer to this document's Section *II, General Requirements of the Library Building, Power and Data Communication Requirements, Computer Workstations for the Public*, for detailed information on equal access guidelines for computer workstations.

Spatial Relationships and Visual Control: Staff at the Circulation Service Desk will move through the Adult Public Access computer area to monitor activity, and staff at the Information Service Desk will respond to user's questions and will provide both technical assistance and information literacy support for electronic research. Therefore, it will be important for the Adult Public Access Computers to be adjacent to the Circulation Service Desk, and to have a line of sight to the Information Service Desk.

In today's information climate, people routinely move between print and electronic information resources and so there should be a line of sight that reinforces the connection between the print reference collection and the Adult Public Access Computers.

To the extent that design allows, the Teen Area should be proximate to the Adult Public Access Computers so that teens can have convenient access to the printer located there.

The Copy Center, where the library's public scanner will be located, should be proximate to the Adult Public Access Computers.

Adjacencies:	2.1	Circulation Service Desk
Sight Lines To:	2.5	Information Service Desk
	3.3	Adult and Teen Reference Collection
Proximate:	2.4	Copy Center
	3.7	Teen Area
Occupancy:		Public, 4-10 seated and standing

Access: Workstations must be generously sized to provide a work surface sufficient for the simultaneous use of books, papers and computing equipment, sometimes to include peripheral devices.

These public computers should include the availability of specialized keyboards or international keyboards, and software to accommodate users who speak/write in Spanish as well as English.

At least one public computer station here must be equipped to accommodate users with a variety of disabilities, including wheelchair access, computer voice assistance technology, etc. Planners should consult the *Telecommunications Act Accessibility Guidelines* and local code requirements for computer workstation specifics. For a list of equal access guidelines for computer workstations, refer to this document's Section *II, General Requirements of the Library Building, Power and Data Communication Requirements, Computer Workstations for the Public*.

Acoustics: The clicking of computer keys and people working together or with library staff at computer stations can be somewhat distracting. Use sound-absorbing materials, ceiling soffits or other architectural strategies to prevent the noise generated by the computers from intruding unduly into surrounding areas.

Collections: None

Fenestration and Daylighting: Filtered natural lighting is desirable here, but great care must be taken with orientation in order to avoid screen glare here.

3.4   Adult Public Access Computers (continued)

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available.

Carpeting is the preferred floor finish here for comfort and sound control. Task chairs will be repeatedly rolled/scooted across the floor in front of the sit-down computer stations, so the carpet must hold up to heavy wear and have a low loop that does not catch in casters.

Finishes on computer workstation furniture must be highly durable, vandal resistant and easily cleaned, as the computer stations will be used constantly.   Task chairs should be adjustable for individual differences. If upholstery is used on the chairs, it must be easily cleaned and able to stand up to repeated cleaning.   Furnishing styles and colors should be in keeping with the interior design package for the library. Wire management will be required at each workstation to manage wires/cabling safely and attractively.

Flexibility and Expandability: The library should be designed with a technology infrastructure that can support approximately twice the number of public computer stations that are called for in this building program—so up to 46 public workstations. Although the computers in this area will have hard-wired connections, the library should include wireless service for future flexibility and the use of hand-held computing devices. Computer workstations should be modular rather than permanently fixed in place, and task chairs should be height adjustable. Do not use ganged furnishings, as these limit future layout adjustments.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

The concentration of computing equipment and high levels of occupancy in this space will likely raise the temperature and humidity here. The HVAC system must be able to respond so that the area is comfortable for users and supportive of equipment operating requirements.

Lighting, Artificial: Provide 20-30 foot-candles. Great care should be taken with lighting to eliminate or reduce screen glare.

Plumbing: None

Seating: One, adjustable task chair will be required at each of the 8 sit-down computer workstations. Chairs will need to be highly durable, adjustable, and easily cleaned.

Security: Staff must be able to monitor activity here, so, while each person at a computer station should have a minimal level of privacy, staff also need to have visual control of the area to help reduce inappropriate behavior.

Equipment and service cables here will need to be secured against vandalism and theft.

Signage: As part of a uniform, bi-lingual, flexible, easily updated signage system, signs may be needed to help library users locate these public access computers. If overhead signage is used it must be placed a minimum of 89" above the floor and letters and numbers must be at least 3" high.

Technology/Power/Audiovisual: Provide one standard quad communications outlet (two voice & two data) co-located with associated power at each computer workstation.

All computer workstations must be networked to have access to the printer and scanner located in this area.

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power for the printer and the scanner located here.

Provide standard, grounded duplex electrical outlets to meet general power needs in this space.

Outlets can be wall-mounted at 6" above the work surface, wall-mounted 15" above the finished floor, or in recessed floor boxes.

Provide wire management for all computer workstation furnishings to manage wires/cables safely and attractively.

Wireless service is required in the library to provide flexibility for use of hand-held computing devices.

Components and Furnishings:

Adult Public Access Computers	Quantity	Item	SF/Item	Total SF
workstation, computer, public, sit-down w/1 seat	5.0	workstation	34.00	170
workstation, computer, public, sit-down w/1 seat (ADA)	1.0	workstation ADA	34.00	34
workstation, computer, public, sit-down, OPAC/database w/ 1 seat	2.0	workstation	34.00	68
chair, task, public @ computer workstation (sq. ft. included w/ workstations)	8.0	chair	n.a.	n.a.
workstation, computer, public, stand-up, Internet express	1.0	workstation	16.00	16
workstation, computer, public, stand-up, OPAC express	1.0	workstation	16.00	16
computers, public @ workstations (sq. ft. included w/workstations)	10.0	computer	n.a.	n.a.
printer, networked, public, atop supply cabinet	1.0	printer	12.00	12
cabinet, supply for printer (sq. ft. included w/printer)	1.0	cabinet	n.a.	n.a.
receptacle, trash	1.0	receptacle	in GSF	in GSF
total				316

3.5   Adult Circulating Books   550 sq. ft.

Functional Space Summary: In the Orange Cove Neighborhood Library, the adult circulating book collections will include:

- Nonfiction;
- Fiction/genre;
- Adult Spanish language collections;
- Mass market paperbacks;
- Literacy collections;
- Large print; and
- Oversized materials.

Slat-wall stack ends will be used here to allow for display and highlighting of the collection and to maximize the space's marketing appeal.   It should be a pleasure for library users to browse these shelves, so the aisles should be generous (42") and layout of the shelf units should draw users into the aisles, rather than presenting a wall of shelves.

Although this is the adult collection area of the library, it is expected that teens and sometimes children will use these materials as well. Library staff at the Information Service Desk, and sometimes staff from the Circulation Service Desk, will help users locate books in these stacks.

Seating in this area is planned at two, four-place tables with reader chairs.

Spatial Relationships and Visual Control: The adult book collections will provide a core service, so they should be located prominently in the neighborhood library. While this large area of book stacks should be highly visible, it should not be the first place that library visitors arrive. Instead, patrons should be drawn into the heart of the library to browse the wealth of knowledge, information and entertainment that these collections provide.

Staff at the Information Service Desk will frequently take patrons into these collections to help them locate the books they need for information, schoolwork and entertainment, so these collections should have a strong and obvious visual connection with the Information Service Desk. Although these are the adult circulating book collections, it is assumed that teens will also use them to support schoolwork and reading interests. These stacks should be inviting to teens, so there should be a line of sight between the Teen Area and the adult circulating collections.

As a core service, these collections will be well known to all of the neighborhood library staff, and on occasion all staff members will be involved in helping library patrons locate books of interest here, so the Circulation Service Desk should have a proximate spatial relationship to these collections.

To facilitate visual control, the layout of the shelf units should allow library patrons and staff to glance into the stack aisles easily.

Adjacencies: None

Sight Lines To: 2.5   Information Service Desk
                        3.7   Teen Area

Proximate: 2.1   Circulation Service Desk

Occupancy: Public, 2-8 seated, 4-16 standing

Access: Large print and literacy collections here will be shelved on 78" high shelf units. All other adult circulating collections will be shelved on 84" high shelving. Aisles will be 42" wide to accommodate access by library visitors of all abilities.   Step stools will be kept in this area to assist users and staff to reach higher shelves.

One of the two, 4-place tables here must be ADA compliant, to accommodate users in wheelchairs.

Acoustics: The adult circulating collections should not pose unusual noise or sound control issues. Users here will not usually generate high noise levels, and browsing of the collections does not require an unusual level of concentration and quiet. If floors are carpeted, and building program adjacencies are followed, acoustics should be satisfactory.

Collections: The adult circulating book collections will include:

- Nonfiction, shelved in 84" high units with 8" or 10" shelves;
- Fiction/genre, shelved in 84" high units with 8" or 10" shelves;
- Adult Spanish language collections, to include nonfiction, fiction/genre and photonovellas, shelved in 84" high units with 8" or 10" shelves;
- Mass market paperbacks, shelved on spinner units inset into standard steel, 84" shelving uprights, with each spinner unit having a capacity of 288 volumes;
- Literacy collections, shelved in 78" units with 8" or 10" slotted shelves with optional dividers;
- Large print, shelved in 78" units with 8" or 10" shelves; and
- Oversized materials, shelved in 84" units with 15" shelves.

All collection aisles in the adult circulation books will be 42" wide to accommodate access by library visitors of all abilities. To facilitate visual control, the layout of the shelf units should allow library patrons and staff to glance into the stack aisles easily. This will also visually draw users into the aisles between the stacks, rather than presenting a formidable wall of shelves.

Slat-wall stack ends will be used here to allow for display and highlighting of the collections and to maximize the space's marketing appeal.

Shelving will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California.   Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

Fenestration and Daylighting: Filtered natural lighting is highly desirable here, but direct sunlight on the collections or seating should be avoided. All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare.

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available.   Carpet, for comfort and sound control, is the preferred floor finish.

Finishes on the 4-place tables and the chairs here should be durable and vandal resistant. The tabletops should be replaceable or able to be refinished. If upholstery is used on the chairs, it must be easily cleaned and able to stand up to repeated cleaning. Furnishing styles and colors should be in keeping with the interior design package for the library. Wire management must be included at the tables to manage cables and cords safely and attractively.

Shelving with an epoxy powder finish is preferred over enamel coatings.

Flexibility and Expandability: Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting freestanding book stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

Wireless service and/or hardwiring should be available at the user tables in this area to allow for use of laptop computers and other hand-held computing devices.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: For collection stacks, provide 6 foot-candles minimum at a height of 12", and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the stack face. Overhead lighting over book stacks should be placed perpendicular to the stacks to provide more flexibility for any future reconfiguration of stack areas.

At the reader tables located here, provide 30-40 foot-candles. If ambient lighting cannot provide this level of illumination, task lighting can be used to augment reader needs. If task lights are employed, special care must be given to wire management and to lamps and shades so that they cannot be easily removed by visitors, and shades cannot be damaged by graffiti. All lights in the library, including task lighting, should be controlled from a central light panel.

Plumbing: None

Seating: Eight reader seats will be required at 2 tables.   One table must be ADA compliant.

Security: Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving.   Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

To facilitate visual control and safety, the layout of the shelf units should allow library patrons and staff to glance into the stack aisles easily.

If task lighting is employed, special care must be given to selecting lamps and shades that cannot be easily removed by visitors, and shades cannot be damaged by graffiti.

Signage: As part of a uniform, bi-lingual, flexible, easily updated signage system, include end panel signs on all stacks to identify range contents. At the discretion of the library staff and planners, additional signs identifying the various collections housed here may be required—i.e. nonfiction, fiction, etc.   If overhead signage is used it must be placed a minimum of 89" above the floor and have letters and numbers at least 3" high.

Technology/Power/Audiovisual: Provide wireless service and/or hardwiring at the user tables in this area to allow for use of laptop computers and other hand-held computing devices.   For hardwiring purposes this will require one single data drop (jack) per reader seat, with associated power of one duplex power receptacle for every data drop provided. Outlets here can be wall-mounted 6" above the tables, wall-mounted 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). Data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

 Wire management must be included in the furniture to manage cables and cords safely and attractively.

Provide safety capped, grounded duplex electrical outlets to meet the general power needs in this space.   Outlets can be wall-mounted 15" above the finished floor.

Components and Furnishings:

Adult Circulating Books	Quantity	Item	SF/Item	Total SF
chairs reader, public @ 4-pl tables	8.0	chair	25.00	200
table, 4-place, public (sq. ft. included w/chairs)	1.0	table	n.a.	n.a.
table, 4-place, public, ADA compliant (sq. ft. included w/chairs)	1.0	table, ADA	n.a.	n.a.
shelving, 84", w/slatwall end panels for fiction & genre	7.2	section	10.30	74
shelving, 78", for large print	1.3	section	10.30	14
shelving, 84" spinners inset in shelf unit for mass market paperbacks	1.7	section	10.30	17
shelving, 84", w/slatwall end panels for nonfiction	9.0	section	10.30	93
shelving, 84", for oversized/folios (Q) w/ 15" shelf	2.3	section	12.20	28
shelving, 78", for literacy collection	2.1	section	10.30	22
shelving, 84", w/slatwall end panels for Spanish language fiction & genre	2.9	section	10.30	30
shelving, 84", w/slatwall end panels for Spanish language photonovelas	0.5	section	10.30	5
shelving, 84", w/slatwall end panels for Spanish language nonfiction	6.5	section	10.30	67
step stools for shelf reach	5.0	stool	n.a.	n.a.
clock, wall	1.0	clock	n.a.	n.a.
receptacle, trash	1.0	receptacle	in GSF	in GSF
total				550

3.6 Community Living Room—Magazines, Newspapers, Quiet Study   448 sq. ft.

Functional Space Summary: This area is meant to be a relaxing, comfortable, quiet place in which library patrons can study quietly at individual carrels and where more casual library users can peacefully read and browse issues of the library's magazines and newspapers for adults. Current magazine and newspaper issues will be displayed for browsing, and limited back issues of magazines and newspapers will be housed on flat shelves under the current issues.

Both English and Spanish language periodicals for adults will be included in this space.

The periodical collections that are housed here will provide a popular core service that will be used by a wide range of library visitors. Adults who read at either high or low reading levels, who read in either Spanish or English, and who have an interest in almost any topic will find reading material to interest them in this space.   The new library will be located very near the new Orange Cove Senior Center, and it is expected that seniors will be regular visitors to this area of the library, where they will read/browse newspapers and magazines in an appealing atmosphere.

The ambience of this area will be key to its success. Acoustics, lighting, interior design and furnishings will need to define the area as a peaceful place for study, relaxed reading and contemplation. A variety of seating choices will be available here at tables, individual carrels, and in lounge chairs. The space should be visible from the main path of travel through the building, but it should be set off a bit, and if possible, it should include pleasant views to the outside.

Spatial Relationships and Visual Control: Because this area will have such wide appeal to adults, it should be visible from the main paths of travel through the library, but it should be set off a bit to emphasize the separate, quiet focus of the area. The space should be well apart from the children's area so that the appropriately noisy activity of children does not unduly impact this quiet area that is meant for reading and study.

If possible, the Community Living Room should have pleasant views to the exterior of the library, into landscaped areas with visual interest.

The ambience of the Community Living Room will allow library users themselves to help keep this area secure and comfortable, but to facilitate visual control, staff at the Circulation Service Desk and/or the Information Service Desk will need to have a proximate visual connection with the space.

Adjacencies:	None
Sight Lines To:	Main Path of Travel
Proximate:	Circulation Service Desk Information Service Desk Exterior Views
Occupancy:	Public, 4-12, seated at carrels, tables or lounge chairs

Access: Periodicals here will be shelved on ADA compliant 66" high shelves. Aisles will be 42" wide to accommodate access by library visitors of all abilities.

The 4-place table here must be ADA compliant, to accommodate users in wheelchairs. The individual study carrels should be high enough to accommodate users in wheelchairs, and adjustable task chairs will make them comfortable for users of different heights.

Acoustics: This area, which is meant for quiet study and reading, needs to be acoustically protected from the general public space and set back from the main paths of travel through the library. Use sound-absorbing materials and architectural strategies to help deaden sound here.

Collections: The adult periodical collections will include:

- English language magazine current issues, shelved in 66" high shelf units on slanted display shelves that are hinged to lift up, exposing a flat shelf below;
- Spanish language magazine current issues, shelved in 66" high shelf units on slanted display shelves that are hinged to lift up, exposing a flat shelf below;
- Limited English and Spanish language backissues of magazines, shelved on the flat shelf below hinged shelves;
- English language newspaper current issues, shelved in 66" high shelf units on slanted shelves that include plexi insets for display;
- Spanish language newspaper current issues, shelved in 66" high shelf units on slanted shelves that include plexi insets for display; and
- Limited English and Spanish language backissues of newspapers, shelved in 66" high shelf units on flat, 15" wide shelves.

All collection aisles in the periodicals will be 42" wide to accommodate access by library visitors of all abilities.

Shelving will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

All 66" shelf units must include canopy tops so that the stacks in these lower shelves will look finished and tidy.

Fenestration and Daylighting: Filtered natural lighting is required here, but direct east or west sunlight on the seating and/or collections should be avoided. All exterior windows that are not protected by seasonally calculated exterior overhangs should

include easily operable interior shades or blinds to control the penetration of direct sunlight and glare.

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available.   Carpet, for comfort and sound control, is the preferred floor finish.

Finishes on the 4-place table and chairs should be durable and vandal resistant. The tabletop should be replaceable or able to be refinished. If upholstery is used on the chairs, it must be easily cleaned and able to stand up to repeated cleaning.

Finishes on the individual study carrels should be durable and vandal resistant. The carrel-top should be replaceable or able to be refinished. If upholstery is used on the task chairs at the carrels, it must be easily cleaned and able to stand up to repeated cleaning.

Lounge seats here must provide excellent comfort. Upholstery on the lounge chairs must be extremely durable, and impervious to stains and odors. It must resist dirt/grime, be easily cleaned and able to stand up to repeated cleaning.

Furnishing styles and colors should be in keeping with the interior design package for the library. Wire management must be included at the tables and carrels to manage cables and cords safely and attractively.

Shelving with an epoxy powder finish is preferred over enamel coatings.

Flexibility and Expandability: Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting freestanding book stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

Wireless service and/or hardwiring should be available at the user table and study carrels in this area to allow for use of laptop computers and other hand-held computing devices.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: For periodical stacks, provide 6 foot-candles minimum at a height of 12", and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the stack face.

At the reader table and study carrels located here, provide 30-40 foot-candles.   If ambient lighting cannot provide this level of illumination, task lighting can be used to augment reader needs. If task lights are employed, special care must be given to wire

management and to lamps and shades so that they cannot be easily removed by visitors, and shades cannot be damaged by graffiti. All lights in the library, including task lighting, should be controlled from a central light panel.

Plumbing: None

Seating: Public, 12 seats—4 at 1 reader table, 4 at individual study carrels and 4 in lounge chairs. The table and carrels must be ADA compliant.

Security: Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

If task lighting is employed, special care must be given to selecting lamps and shades that cannot be easily removed by visitors, and shades cannot be damaged by graffiti.

Signage: As part of a uniform, bi-lingual, flexible, easily updated signage system, signage here should indicate that this is a quiet reading and study space. At the discretion of the library staff and planners, a sign identifying the periodical area may be required. If overhead signage is used, it must be placed a minimum of 89" above the floor, with letters and numbers at least 3" high.

Technology/Power/Audiovisual: Provide wireless service and/or hardwiring at the user table and individual study carrels in this area to allow for use of laptop computers and other hand-held computing devices.   For hardwiring purposes this will require one single data drop (jack) per reader seat, with associated power of one duplex power receptacle for every data drop provided. Outlets here can be wall-mounted 6" above the work surfaces, wall-mounted 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). Data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

 Wire management must be included in the furniture to manage cables and cords safely and attractively.

Provide safety capped, grounded duplex electrical outlets to meet the general power needs in this space.   Outlets can be wall-mounted 15" above the finished floor.

Components and Furnishings:

Community Living Room--Magazines/Newspapers/Quiet Study	Quantity	Item	SF/Item	Total SF
chairs, lounge, public	4.0	chair	35.00	140
chairs, reader, public @ 4-place tables, ADA compliant	4.0	chair	25.00	100
table, 4-place, public, ADA compliant (sq. ft. included w/ chairs)	1.0	table	n.a.	n.a.
chairs, task, public @ 1-place carrels	4.0	chair	32.00	128
carrel, 1-place, public (sq. ft. included w/chairs)	4.0	carrel	n.a.	n.a.
shelving, 66" slanted, hinged w/ flat shelf below for English language magazine display	2.5	section	10.30	26
shelving, 66" slanted, hinged w/ flat shelf below for Spanish language magazine display	2.0	section	10.30	21
shelving, 66" slanted w/ plexi inset for English language newspaper display	0.7	section	10.30	7
shelving, 66" slanted w/ plexi inset for Spanish language newspaper display	0.7	section	10.30	7
shelving, 66" w/ 15" flat shelf for newspaper back issues	1.6	section	12.20	20
clock, wall	1.0	clock	n.a.	n.a.
receptacle, trash	1.0	receptacle	in GSF	in GSF
total				448

3.7   **Teen Area**   **549 sq. ft.**

Functional Space Summary: This is a generously sized, full service area where teens will find a strong selection of print materials in English and Spanish, computer workstations, and a variety of seating. Teens will come here to read and study and spend time with friends.

This age group will be encouraged to use collections in the adult and children's areas as well as collections especially selected for teens. Collections in the Teen Area will include nonfiction, fiction/genre, textbooks, mass market paperbacks, graphic novels and photonovellas, a separate parenting collection for teen parents, and magazines of special interest to young people.

It is expected that teens who need to study and brainstorm together will use the library's Group Study, Conference and Tutoring Room, and teens who need to get away from distractions for focused study will use study carrels in the Community Living Room area of the library.

Seating and décor here should be age appropriate. Seats are likely to be tipped back, and moved around the space, and some seating should allow for "sprawling". The space needs some separation from other areas, especially those intended for quiet reading/study. At the same time, this area needs to be within a clear line of sight from either the Circulation Service Desk or the Information Service Desk, to allow staff to monitor activity here. The space should have more relationship to the adult spaces of the building than to the children's spaces, but should have a youthful ambience.

Seating is shown at both a round table and in lounge chairs with tablet arms. These lounge seats should be casual and comfortable, with tablet arms that swing in/out so that the tablet surface can be used for writing/computing or pushed out of the way as each user prefers. Wall-mounted display space is needed for posters, artwork and announcements of upcoming events of interest to this age group.

Spatial Relationships and Visual Control: The Teen Area will provide core services to Orange Cove youth. The area should be located prominently to capture teen interest and to draw them into the space. However, this is likely to be an active and sometimes noisy space, so it must not be located too close to areas of the library meant for quiet reading and study.

This will be a full service area, offering a variety of print collections and services to teens, but teens will also need to make connections with other areas of the library to support their need for collections and study space related to schoolwork. It will be important to provide a clear line of sight between this space and either the Circulation Service Desk or the Information Service Desk so that staff can provide assistance and can monitor the area. Sight lines will also be needed between this space and the group study room which teens are likely to use frequently, and Adult Circulating Books, which will be an important resource for teens' homework assignments and general reading interests.

Audiovisual collections for adults and teens are so intertwined, that they will be interfiled in the Adult and Teen Audiovisual Collection area. Neither teens nor adults are expected to find it troublesome to move to the A-V collections when they are needed, so they do not need to be adjacent to or within direct sight of the Teen Area. But, the A-V collections should be proximate to the Teen Area.

While this area should not be located next to the Community Living Room, which is a quiet area, there should be a proximate relationship between the Teen Area and the Community Living Room so that teens who need a quiet, focused study environment can find the individual quiet study carrels located there.

Scanning and printing to support the computer workstations in the Teen Area will take place at the printer located in the Adult Public Access Computer area, and the Copy Center, so the teen space should be proximate to those spaces.

Adjacencies:	None	
Sight Lines To:	1.6	Group Study, Conference & Tutoring Room
	2.1	Circulation Service Desk (sight line to either Circulation Service Desk or Information Service Desk)
	3.5	Adult Circulating Books
Proximate:	2.4	Copy Center
	3.2	Adult & Teen Audiovisual Collections
	3.4	Adult Public Access Computers
	3.6	Community Living Room/Quiet Study
Occupancy:	Public, 1-6 seated, 2-5 at computer workstations	

Access: Collections here will all be shelved in 66" high shelf units so that both younger and older teens will be able to access the collections easily. Stack aisles will be 42" wide to accommodate access by teens of all abilities.

Computer workstations located in the Teen Area must be generously sized to provide a work surface sufficient for the simultaneous use of books, papers and computing equipment, sometimes to include peripheral devices.   These public computers should include the availability of specialized keyboards or international keyboards, and software to accommodate users who speak/write in Spanish as well as English.

Acoustics: This area needs to be acoustically separated from the general public space and well away from quiet reading areas. Use sound-absorbing materials, ceiling soffits or other architectural strategies to prevent the noise generated by teens here from intruding unduly into surrounding areas.

Collections: The teen book collections will include:

- New and display books, shelved in 66" high units with 8" or 10" shelves;
- English and Spanish nonfiction, shelved in 66" high units with 8" or 10" shelves;
- English and Spanish fiction/genre, shelved in 66" high units with 8" or 10" shelves;
- English and Spanish graphic novels/photonovellas, shelved in 66" high units with 8" or 10" shelves;
- Mass market paperbacks, shelved on spinner units inset into standard steel, 66" shelving uprights, with each spinner unit having a capacity of 288 volumes;
- Textbook collections for grades 9-12, shelved on 66" high units with 8" or 10" shelves;
- Parenting collections, shelved in 66" high units with 8" or 10" shelves;
- English and Spanish language magazine current issues, shelved in 66" high units on slanted display shelves that are hinged to lift up, exposing a flat shelf below; and
- Limited English and Spanish language backissues of magazines, shelved on the flat shelf below hinged shelves.

All collection aisles in the Teen Area will be 42" wide to accommodate access by teens of all abilities. To facilitate visual control, the layout of the shelf units should allow library patrons and staff to glance into the stack aisles easily. This will also visually draw users into the aisles between the stacks, rather than presenting a formidable wall of shelves.

Slat-wall stack ends will be used here to allow for display and highlighting of the collections and to maximize the space's marketing appeal.

Shelving will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

All 66" shelf units must include canopy tops so that the stacks in these lower shelves will look finished and tidy.

Fenestration and Daylighting: Filtered natural lighting is highly desirable here, but direct sunlight on the collections, computers or seating should be avoided. Great care should be taken with orientation to avoid computer screen glare. All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare.

Finishes: Interior design in the Teen Area should provide an age appropriate, contemporary, hip atmosphere. The space should have more relationship to the adult spaces of the building than to the children's spaces, but should have a youthful ambience.

Wall finishes here and throughout the public areas of the library must be durable and washable.   If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available.   Carpeting is the preferred floor finish here for comfort and sound control. Task chairs will be repeatedly rolled/scooted across the floor in front of the sit-down computer stations, so the carpet must hold up to heavy wear and have a low loop that does not catch in casters.

Finishes on computer workstation furniture must be highly durable, vandal resistant and easily cleaned, as the computer stations will be used constantly.   Task chairs should be adjustable for individual differences. If upholstery is used on the chairs, it must be easily cleaned and able to stand up to repeated cleaning.   Wire management will be required at each workstation to manage wires/cabling safely and attractively.

Finishes on the 4-place, round table and the chairs here should be durable and vandal resistant. The tabletop should be replaceable or able to be refinished. If upholstery is used on the chairs, it must be easily cleaned and able to stand up to repeated cleaning. Wire management must be included at the table to manage cables and cords safely and attractively.

Lounge seats shown here should be casual and comfortable, with tablet arms that swing in/out so that the tablet surface can be used for writing/computing or pushed out of the way as each user prefers.

Display space is needed for wall-mounted posters, artwork and announcements of upcoming events of interest to this age group.

Shelving with an epoxy powder finish is preferred over enamel coatings.

Flexibility and Expandability: The library should be designed with a technology infrastructure that can support approximately twice the number of public computer stations that are called for in this building program—so up to 46 public workstations. Although the computers in the Teen Area will have hard-wired connections, the library should include wireless service for future flexibility and the use of hand-held computing devices.   Computer workstations should be modular rather than permanently fixed in place, and task chairs should be height adjustable. Do not use ganged furnishings, as these limit future layout adjustments.

Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting freestanding book stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

Wireless service and/or hardwiring should be available at the user table in this area to allow for use of laptop computers and other hand-held computing devices. Wireless service should be available at the lounge seats with tablet arms, to allow for use of laptop computers and other hand-held computing devices.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Provide 20-30 foot-candles for computer workstations here. Great care should be taken with lighting to eliminate or reduce screen glare.

For collection stacks, provide 6 foot-candles minimum at a height of 12", and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the stack face. Overhead lighting over book stacks should be placed perpendicular to the stacks to provide more flexibility for any future reconfiguration of stack areas.

At the reader table and lounge seats located here, provide 30-40 foot-candles.

Plumbing: None

Seating: Seating and décor here should be age appropriate. Seats are likely to be tipped back, and moved around the space, and some seating should allow for "sprawling".

One, adjustable task chair will be required at two of the sit-down computer workstations, while the third sit-down station will have two task chairs to encourage collaboration.

Four reader seats will be required at the round, 4-place table here, and two lounge seats, with tablet arms are required.

Security: Staff at the Information Service Desk must be able to visually monitor activity here.

Equipment and service cables at the computer stations here will need to be secured against vandalism and theft.

Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

To facilitate visual control and safety, the layout of the shelf units should allow library patrons and staff to glance into the stack aisles easily.

Signage: As part of a uniform, bi-lingual, flexible, easily updated signage system, signs will be needed to help library users identify the Teen Area. Signage here should include end panel signs on all stacks to identify range contents. At the discretion of the library staff and planners, additional signs identifying the various collections housed here may be required—i.e. nonfiction, fiction, etc. If overhead signage is used, it must be placed a minimum of 89" above floor level and have letters and numbers at least 3" in height.

Technology/Power/Audiovisual: Provide one standard quad communications outlet (two voice & two data) co-located with associated power at each computer workstation. All computer workstations must be networked to have access to the printer and scanner located in the adult public access computer area. Outlets here can be wall-mounted at 6" above the work surface, wall-mounted 15" above the finished floor, or in recessed floor boxes.

Provide wireless service and/or hardwiring at the user table in this area to allow for use of laptop computers and other hand-held computing devices.   For hardwiring purposes this will require one single data drop (jack) per reader seat at the table, with associated power of one duplex power receptacle for every data drop provided. Outlets here can be wall-mounted 6" above the tables, wall-mounted 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). Data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Wireless service is required in the Teen Area to provide flexibility for use of hand-held computing devices, especially at the lounge seats with tablet arms.

Provide wire management for all computer workstation furnishings and the reader table to manage wires/cables safely and attractively.

Provide safety capped, grounded duplex electrical outlets to meet the general power needs in this space.   Outlets can be wall-mounted 15" above the finished floor.

3.7   Teen Area (continued)

Components and Furnishings:

Teen Area	Quantity	Item	SF/Item	Total SF
chairs, reader, public @ 4-place table, round	4.0	chair	22.00	88
table, 4-place, round, public (sq. ft. included w/chairs)	1.0	table	n.a.	n.a.
chairs, lounge w/ tablet arms, public	2.0	chair	35.00	70
workstation, computer, public, sitdown w/ 2 seats	1.0	workstation	44.00	44
workstation, computer, public, sitdown w/1 seat	2.0	workstation	34.00	68
workstation, computer, public, sitdown, OPAC/database w/ 1 seat	1.0	workstation	34.00	34
chair, task, public @ computer workstation (sq. ft. included w/ workstations)	5.0	chair	n.a.	n.a.
computers, public @ workstations (sq. ft. included w/workstations)	4.0	computer	n.a.	n.a.
shelving, 66" for teen new/display books	1.0	section	10.30	11
shelving, 66", w/ slatwall end panels for teen fiction & genre	5.8	section	10.30	60
shelving, 66" spinners inset in shelf unit for mass market paperbacks	1.7	section	10.30	17
shelving, 66", w/ slatwall end panels for teen nonfiction	3.9	section	10.30	40
shelving, 66" for teen textbooks	1.0	section	11.25	12
shelving, 66", w/ slatwall end panels for teen parenting collection	1.8	section	12.30	22
shelving, 66" for teen graphic novels	0.8	section	10.30	9
shelving, 66", w/ slatwall end panels for Spanish language teen fiction & genre	3.9	section	11.25	44
shelving, 66", w/ slatwall end panels for Spanish language teen nonfiction	0.6	section	11.25	7
shelving, 66" for teen Spanish language photonovellas	0.8	section	11.25	9
shelving, 66" slanted, hinged w/ flat shelf below for English language magazine display	1.0	section	10.30	10
shelving, 66" slanted, hinged w/ flat shelf below for Spanish language magazine display	0.5	section	10.30	5
wall-mounted display boards for posters, teen art projects, etc.	some	board	n.a.	na
clock, wall	1.0	clock	n.a.	n.a.
receptacle, trash	1.0	receptacle	in GSF	in GSF
total				549

4.1   Children's Reference, New/Display Books and Magazines   62 sq. ft.

Functional Space Summary: This is a small area with big impact. It will serve as the gateway to the children's section of the library and should set the tone of the children's area, acting as a transition zone to a more child-focused space. It is important that this transitional space be interesting and colorful to draw children and families into the rest of the area. The space needs to be visible from the main path of travel toward the children's area. It will include children's reference collections, new and highlighted books for display and children's magazines in both English and Spanish.

Spatial Relationships and Visual Control: This is the entrance to the children's area, which will provide core services to Orange Cove children and their families. This area should be located prominently, along the main path of travel to the children's area, to capture children's interest and to draw children and families into the space beyond, into the children's services area of the library. The children's area of the library will be appropriately active and sometimes noisy, so it should be separate from adult areas and it should be well away from areas of the library meant for quiet reading and study.

This area includes children's reference collections, and it also serves as the entry to a full service children's area. It will be important to provide a clear line of sight between this space and the Information Service Desk so that staff there can provide children and families with assistance and can monitor activity in the children's area.

Sight lines will also be needed between this space and the Children's Public Access Computers and the Children's Circulating Book Collections.

Adjacencies: Children's Area

Sight Lines To: 2.5   Information Service Desk
                        4.2   Children's and Family Public Access Computers
                        4.3   Children's Circulating Books

Proximate: Main Path of Travel to Children's Area

Occupancy: Public, 1-4 standing

Access: Collections here will all be shelved in 66" high shelf units so that children will be able to access the collections. Stack aisles will be 42" wide to accommodate access by children and family members of all abilities.

Acoustics: This transitional area will mark the division between general areas of the library and children's services. Therefore, it should also mark the division into the noisier, more boisterous children's area. This space and the entire children's area need to be acoustically separated from the general public space and well away from quiet reading areas. Use sound-absorbing materials, ceiling soffits or other architectural strategies to prevent the noise appropriately generated by children here from intruding unduly into surrounding areas.

Collections: Children's collections in this small area will include:

- New and display books, shelved in 66" high shelves with 8" or 10" shelves, with some books displayed face out;
- English and Spanish language magazine current issues, and parenting magazine current issues shelved in 66" high shelf units on slanted display shelves that are hinged to lift up, exposing a flat shelf below; and
- Children's reference collections shelved in 66" high shelves with 12" slotted shelves to accommodate large, sometimes unwieldy reference materials.

Collection aisles in this entry/display area will be 48" wide to accommodate browsing and easy access by children and families of all abilities.

Shelving will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California.   Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves.   Unitary construction of legs and uprights is required, with minimal bolting.   Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving.   Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

All 66" shelf units must include canopy tops so that the stacks in these lower shelves will look finished and tidy.

Fenestration and Daylighting: Filtered natural lighting is highly desirable here, but direct sunlight on the collections should be avoided.   All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare.

Finishes: This space should set the tone for the children's area of the library, so the interior design should be colorful and playful and child appropriate, while retaining the vision of the overall design package.   Include wall mounted display boards here to help set the tone of the space.

The main sign identifying this area should be appropriately designed to lead users into a child-focused space.

Wall finishes here and throughout the public areas of the library must be durable and washable.   If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available.   Carpeting is the preferred floor finish here for comfort and sound control.

Shelving with an epoxy powder finish is preferred over enamel coatings.

Flexibility and Expandability: Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting freestanding book

stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Ensure that the materials displayed in this space are well-lighted, enhancing the retail merchandising quality of the space. Consider using downlights to emphasize the area and provide 6 foot-candles minimum at a height of 12", and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the book stack face.

Plumbing: None

Seating: None

Security: Staff at the Information Service Desk must be able to visually monitor activity here.

Signage: As part of a uniform, bi-lingual, flexible, easily updated signage system, signs will be needed to help library users locate the children's area, and the main sign here should be appropriately designed to lead users into a child-focused space. Fixed, (not overhead) signage in the children's area should be at a child appropriate height. Signage here should also include end panel signs on all stacks to identify range contents. If overhead signage is used, it must be placed a minimum of 89" above floor level, with letters and numbers at least 3" high.

Technology/Power/Audiovisual: Provide safety capped, grounded duplex electrical outlets to meet the general power needs in this space.

Outlets can be wall-mounted 15" above the finished floor.

Components and Furnishings:

Children's Reference, New/Display Books & Magazines	Quantity	Item	SF/Item	Total SF
shelving, 66"w/12" shelf & middle rollout shelf for children's reference books	2.4	section	11.25	27
shelving, 66" display for children's new/display books	1.0	section	11.25	11
shelving, 66" slanted, hinged w/ flat shelf below for English language magazine display	1.0	section	10.30	10
shelving, 66" slanted, hinged w/ flat shelf below for Spanish language magazine display	0.5	section	11.25	6
shelving, 66" slanted, hinged w/ flat shelf below for parents English language magazines display	0.4	section	10.30	4
shelving, 66" slanted, hinged w/ flat shelf below for parents Spanish language magazines display	0.3	section	11.25	4
display boards, wall-mounted for posters etc.	some	board	n.a.	n.a.
total				62

4.2   Children & Family Public Access Computers   176 sq. ft.

Functional Space Summary: Community input during the Orange Cove needs assessment repeatedly pointed to the need for a generous number of computers.

To respond to that need, the computer area for children and their families will include four public access computer workstations. All four computer workstations will be sit-down stations, each with two chairs so that children can work together, or children and family members can work together at the computers. Three of the computer workstations will offer full access to the online catalog, Internet sites for children, subscription databases, and specialized information tools and resources mounted on the library network. One station will be dedicated to OPAC (online public access catalog) and subscription databases searching.

The children's computer stations should be grouped together for visibility by the public, and they should be located within sight of the Information Service Desk to allow staff to monitor activity and quickly help users at the computer stations. Time-management software will be installed on these computers to free library staff from scheduling duties.

All computer workstations in the children's area must be networked to have access to the printer in the Adult Public Access Computers area, and the scanner, which is located in the Copy Center.

The clicking of computer keys and people working together or with library staff at computer stations can be somewhat distracting, so it will be important to provide acoustical buffering for the area. Orientation and lighting should be considered to avoid screen glare.

When selecting furnishings for the computer workstations, care should be given to select units with flexible and secure wire management systems that are easily accessed by the library staff. Each furniture unit should have sufficient work surface for two people to work together at the computer, using a computer mouse, books and papers.

These public computers should include the availability of specialized keyboards or international keyboards, and software to accommodate users who speak/write in Spanish as well as English.

Spatial Relationships and Visual Control: Computer access will be a core service for the children's area of the library, so the Children's and Family Public Access Computers should be adjacent to all other services and collections provided in the children's area.

Staff from the service desks will provide proactive service, frequently moving through this public access computer area, monitoring activity, responding to questions and providing support for electronic research. However it will still be useful to have a line of sight between the Children's and Family Public Access Computers area and the Information Service Desk.

In today's information climate, people routinely move between print and electronic information resources, so there should be a line of sight that reinforces the connection between the children's print reference collection, Children's Circulating Books and the Children's and Family Public Access Computers.

On those occasions when a staff member is not available at the Information Service Desk, children and family members are likely to seek help using the public access computers by asking at the Circulation Service Desk. So for staff efficiency, the Circulation Service Desk should be proximate to the children's and family public access computer area.

Adjacencies: Children's Area

Sight Lines To: 2.5   Information Service Desk
                         4.1   Children's Reference, New/Display Books & Magazines
                         4.3   Children's Circulating Books

Proximate: 2.1   Circulation Service Desk

Occupancy: Public, 2-8 seated at computer workstations

Access: Workstations must be generously sized to provide a work surface sufficient for two users to work together at the computers, using books, papers and computing equipment.

These public computers should include the availability of specialized keyboards or international keyboards, and software to accommodate users who speak/write in Spanish as well as English.

Task chairs at the workstations should be height adjustable, with simple mechanisms that offer a wide range of heights to accommodate children and family members.

Acoustics: The clicking of computer keys and people working together or with library staff at computer stations can be somewhat distracting. Use sound-absorbing materials, ceiling soffits or other architectural strategies to prevent the noise generated by the computers from intruding unduly into surrounding areas.

Collections: None

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available.   Carpeting is the preferred floor finish here for comfort and sound control. Task chairs will be repeatedly rolled/scooted across the floor in front of the computer stations, so the carpet must hold up to heavy wear and have a low loop that does not catch in casters.

Finishes on computer workstation furniture must be highly durable, vandal resistant and easily cleaned, as the computer stations will be used constantly.   Task chairs should be adjustable for individual differences. If upholstery is used on the chairs, it must be easily cleaned and able to stand up to repeated cleaning.   Furnishing styles and colors should be in keeping with the children's area and the interior design package for the library. Wire management will be required at each workstation to manage wires/cabling safely and attractively.

Fenestration and Daylighting: Filtered natural lighting is desirable here, but great care must be taken with orientation in order to avoid screen glare.

Flexibility and Expandability: The library should be designed with a technology infrastructure that can support approximately twice the number of public computer stations that are called for in this building program—so up to 46 public workstations throughout the public areas of the building.   Although the computers in this area will have hard-wired connections, the library should include wireless service for future flexibility and the use of hand-held computing devices. Computer workstations should be modular rather than permanently fixed in place, and task chairs should be height adjustable. Do not use ganged furnishings, as these limit future layout adjustments.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH.   Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Provide 20-30 foot-candles.   Great care should be taken with lighting to eliminate or reduce screen glare.

Plumbing: None

Seating: Two, adjustable task chairs will be required at each of the 4 sit-down computer workstations. Chairs will need to be highly durable, adjustable, and easily cleaned.

Security: Staff must be able to monitor activity here, so, while each person at a computer station should have a minimal level of privacy, staff also need to have some visual control of the area to avoid inappropriate behavior.   Staff will be proactive in providing service to this area, so they will frequently move into the computer area to monitor activity, respond to questions and generally provide information literacy assistance.

Equipment and service cables will need to be secured against vandalism and theft.

Signage: At the discretion of the library staff and planners, signage identifying the computer area here may be required. If overhead signage is used, it must be placed a minimum of 89" above the floor, with letters and numbers at least 3" high. Fixed, (not overhead) signage in the children's area should be at a child appropriate height.

Technology/Power/Audiovisual: Provide one standard quad communications outlet (two voice & two data) co-located with associated power at each computer workstation. All computer workstations must be networked to have access to the printer and scanner located in the Adult Public Access Computers area.

Provide safety capped, grounded duplex electrical outlets to meet general power needs in this space.

Outlets can be wall-mounted at 6" above the work surface, wall-mounted 15" above the finished floor, or in recessed floor boxes.

Provide wire management for all computer workstation furnishings to manage wires/cables safely and attractively.

Wireless service is required in the library to provide flexibility for use of hand-held computing devices.

Components and Furnishings:

Children's and Family Public Access Computers	Quantity	Item	SF/Item	Total SF
workstation, computer, public, sit-down w/2 seats	3.0	workstation	44.00	132
chair, task, public @ computer workstation (sq. ft. included w/ workstations)	6.0	chair	n.a.	n.a.
computers, public @ workstations (sq. ft. included w/workstations)	3.0	computer	n.a.	n.a.
workstation, computer, public, sit-down, OPAC/database w/ 2 seats	1.0	workstation	44.00	44
clock, wall	1.0	clock	n.a.	n.a.
receptacle, trash	1.0	receptacle	in GSF	in GSF
total				176

4.3   Children's Circulating Books   629 sq. ft.

Functional Space Summary: In the Orange Cove Neighborhood Library, the children's circulating book collections will include:

- Juvenile English Nonfiction;
- Juvenile English Fiction/genre;
- Easy Readers;
- Juvenile Spanish language fiction
- Juvenile Spanish language nonfiction;
- Textbooks for grades K-8; and
- Juvenile Mass-market paperbacks.

Slat-wall stack ends will be used here to allow for display and highlighting of the collections and to maximize the space's marketing appeal.   It should be a pleasure for young library users to browse these shelves, so the aisles should be generous (42") and layout of the shelf units should draw users into the aisles, rather than presenting a wall of shelves.

Although this is the children's collection area of the library, it is expected that teens and sometimes adults will use these materials as well. Library staff at the Information Service Desk, and sometimes staff from the Circulation Service Desk, will help users locate books in these stacks.

Seating in this area is planned at three, four-place tables with juvenile-sized reader chairs.

Spatial Relationships and Visual Control: The children's book collections will provide a core service. While this large space within the children's area should be highly visible, it should not be the first thing that library visitors should see as they enter the children's area.   Instead, patrons should be drawn into the children's area and then into the Children's Circulating Books as their interest is piqued.   These circulating collections should be central to children's services, and there should be sight lines between them and each juvenile collection and service area.

Staff at the Information Service Desk, and sometimes the Circulation Service Desk, will sometimes work with patrons in these collections to help them locate the books they need for information, schoolwork and entertainment, so these collections should have a proximate relationship with the service desks.

To facilitate visual control, the layout of the shelf units should allow library patrons and staff to glance into the stack aisles easily.

Adjacencies: Children's Area

Sight Lines To: 4.1   Children's Reference, New/Display Books & Magazines
                         4.2   [Children's and Family Public Access Computers
                         4.4   Children's Audiovisual Media Collection
                         4.5   Children's Picture Books & Parenting Collection

4.3   Children's Circulating Books (continued)

Proximate: Information Service Desk
                        Circulation Service Desk

Occupancy: Public, 3-12 seated plus 2-6 standing

Access: Collections here will be shelved on 66" high shelf units so that children can reach them. Aisles will be 42" wide to accommodate access by young library visitors of all abilities.

One of the three, 4-place tables here should be ADA compliant, to accommodate young users in wheelchairs.

Acoustics: The Children's Circulating Book collections should not pose unusual noise or sound control issues within the children's services area.   However, the entire children's services area should be acoustically separated from the general public space, and well away from quiet reading areas.

Collections: In the Orange Cove Neighborhood Library, the Children's Circulating Book collections will include:

- Juvenile English Nonfiction, shelved in 66" high units with 8" or 10" shelves;
- Juvenile English Fiction/genre, shelved in 66" high units with 8" or 10" shelves;
- Easy Readers, shelved in 66" high units with 8" or 10" shelves;
- Juvenile Spanish language fiction, shelved in 66" high units with 8" or 10" shelves;
- Juvenile Spanish language nonfiction, shelved in 66" high units with 8" or 10" shelves;
- Textbooks for grades K-8 shelved in 66" high units with 8" or 10" shelves; and
- Juvenile Mass-market paperbacks, shelved on spinner units inset into standard steel, 66" shelving uprights with each spinner unit having a capacity of 288 volumes.

All collection aisles in the Children's Circulating Books will be 42" wide to accommodate access by young library visitors of all abilities.   To facilitate visual control, the layout of the shelf units should allow library patrons and staff to glance into the stack aisles easily. This will also visually draw users into the aisles between the stacks, rather than presenting a formidable wall of shelves.

Slat-wall stack ends will be used here to allow for display and highlighting of the collections and to maximize the space's marketing appeal.

Shelving will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California.   Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California

seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

Fenestration and Daylighting: Filtered natural lighting is highly desirable here, but direct sunlight on the collections or seating should be avoided. All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare.

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available.   Carpet, for comfort and sound control, is the preferred floor finish.

Finishes on the 4-place tables and the chairs should be durable and vandal resistant. The tabletops should be replaceable or able to be refinished. If upholstery is used on the chairs, it must be easily cleaned and able to stand up to repeated cleaning. Furnishing styles and colors should be in keeping with the children's area and the interior design package for the library.

Shelving with an epoxy powder finish is preferred over enamel coatings.

Flexibility and Expandability: Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting freestanding book stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

Wireless service should be available at the user tables in this area to allow for use of laptop computers and other hand-held computing devices.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: For collection stacks, provide 6 foot-candles minimum at a height of 12", and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the stack face. Overhead lighting over book stacks should be placed perpendicular to the stacks to provide more flexibility for any future reconfiguration of stack areas.

At the reader tables located here, provide 30-40 foot-candles.

Plumbing: None

Seating: Seating at 4-place tables for reading and study by elementary and middle school age children will be adjacent to the shelving. Twelve reader seats will be required at 3 tables. One table should be ADA compliant.

Security: Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

To facilitate visual control and safety, the layout of the shelf units should allow library patrons and staff to glance into the stack aisles easily.

Signage: As part of a uniform, bi-lingual, flexible, easily updated signage system, include end panel signs on all stacks to identify range contents. At the discretion of the library staff and planners, additional signs identifying the various collections housed here may be required—i.e. nonfiction, fiction, easy readers, etc.   Fixed, (not overhead) signage in the children's area should be at a child appropriate height.

Technology/Power/Audiovisual: Provide wireless service for the user tables in this area to allow for use of laptop computers and other hand-held computing devices.

Provide safety capped, grounded duplex electrical outlets to meet the general power needs in this space.   Outlets can be wall-mounted 15" above the finished floor.

Components and Furnishings:

Children's Circulating Books	Quantity	Item	SF/Item	Total SF
chairs, reader, public @ 4-pl tables	12.0	chair	25.00	300
table, 4-place, public (sq. ft. included w/chairs)	3.0	table	n.a.	n.a.
shelving, 66", w/slatwall end panels for children's fiction	5.8	section	10.30	60
shelving, 66" for easy readers	4.1	section	10.30	42
shelving, 66", w/ slatwall end panels for children's nonfiction	11.3	section	10.30	116
shelving, 66" for text books	1.0	section	10.30	11
shelving, 66" spinners inset in shelf unit for paperbacks	1.9	section	10.30	20
shelving, 66" for children's Spanish language fiction and genre	1.2	section	10.30	12
shelving, 66" for children's Spanish language nonfiction	6.6	section	10.30	68
clock, wall	1.0	clock	n.a.	n.a.
receptacle, trash	1.0	receptacle	in GSF	in GSF
total				629

4.4   Children's Audiovisual Media Collections   88 sq. ft.

Functional Space Summary: Audiovisual materials for children, both in English and Spanish, will be housed here.

The audiovisual media area for children will contain music on compact discs, books on tape and CD, videos and DVDs, computer software and language learning materials to promote literacy.

An A-V listening and viewing station is included here so that children and their families can use and/or preview the audiovisual collections in the library.

The various collections housed here need to be clearly defined and differentiated through the shelving arrangement and signage.

Spatial Relationships and Visual Control: The Children's Audiovisual Media Collections will provide a core service. These popular collections should be central to children's services, and there should be sight lines between them and other juvenile collection and service areas.

Staff at the Information Service Desk will work with young patrons and their families in the audiovisual collections to help them locate the materials they need for schoolwork and entertainment, so these collections should have a proximate relationship with the Information Service Desk.

To facilitate visual control, the layout of the shelf units should allow library patrons and staff to glance into the stack aisles easily.

Adjacencies: Children's Area

Sight Lines To: 4.3   Children's Circulating Books

Proximate: Information Service Desk

Occupancy: Public, 2-6 standing

Access: Collections here will be shelved on 66" high shelf units so that children can reach them. Aisles will be 42" wide to accommodate access by young library visitors of all abilities.

Acoustics: The Children's Audiovisual Media Collections should not pose unusual noise or sound control issues within the children's services area.   However, the entire children's services area should be acoustically separated from the general public space, and well away from quiet reading areas.

Collections: Audiovisual resources for children will be shelved here on 66" high shelf units. The shelf uprights will accommodate standard shelves for videos, audiobooks, CD-ROMs, computer software and language learning materials, and also A-V browsing bins for CDs, and DVDs.

All collection aisles in the Children's Audiovisual Media Collections will be 42" wide to accommodate access by young library visitors of all abilities. To facilitate visual control, the layout of the shelf units should allow library patrons and staff to glance into the stack aisles easily. This will also visually draw users into the aisles between the stacks, rather than presenting a formidable wall of shelves.

Shelving will be steel book stack adjustable shelving/browser bins, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

All 66" shelf units must include canopy tops so that the stacks in these lower shelves will look finished and tidy.

Fenestration and Daylighting: Filtered natural lighting is desirable here, but direct sunlight on the collections should be avoided. All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare.

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available.   Carpet, for comfort and sound control, is the preferred floor finish.

Finishes on the A-V listening and viewing station should be in keeping with the interior design plan for the library.

Shelving with an epoxy powder finish is preferred over enamel coatings.

Flexibility and Expandability: Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting freestanding book stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

Shelving choices continue to evolve, and by using steel upright, standardized shelving units, different types of audiovisual shelving styles can be hooked into the basic uprights as needed/desired.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Ensure that the materials displayed in this space are well-lighted, enhancing the merchandising quality of the space. Provide 6 foot-candles minimum at a height of 12", and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the stack face.

Plumbing: None

Seating: One seat at an audiovisual listening/viewing station.

Security: To facilitate visual control and safety, the layout of the shelf units should allow library patrons and staff to glance into the stack aisles easily.

Signage: As part of a uniform, bi-lingual, flexible, easily updated signage system, signs will be needed to help library users find/identify the audiovisual shelves. Signs will be needed on the shelf units and/or end panels to differentiate between audiovisual collections/formats. If overhead signage is used, it must be placed a minimum of 89" above the floor, with letters and numbers at least 3" high. Fixed, (not overhead) signage in the children's area should be at a child appropriate height.

A sign will be needed at the audiovisual listening/viewing station.

Technology/Power/Audiovisual: Provide safety capped, grounded duplex electrical outlets to meet the general power needs in this space.

Provide one standard duplex electrical outlet dedicated to the A-V listening and viewing station. Wire management must be included in the A-V station to manage cables and cords safely and attractively. At the A-V listening and viewing station, include an audio system to play CDs and a video console to play both videotapes and DVDs. Both systems will need to be compatible with standard, widely available stereo/monaural headphones.

Outlets can be wall-mounted 6" above the work surface (A-V listening/viewing station), 15" above the finished floor, or in recessed floor boxes.

Components and Furnishings:

Children's Audiovisual Media Collections	Quantity	Item	SF/Item	Total SF
station, audiovisual listening/viewing, public	1.0	station	36.00	36
chair, task, public @ audiovisual station (sq. ft. included w/station)	1.0	chair	n.a.	n.a.
audiocassette/CD player/recorder combo unit	1.0	equip.	n.a.	n.a.
monitor/VCR/DVD combo unit	1.0	equip.	n.a.	n.a.
shelving, 66" for children's videos	0.2	section	10.30	2
shelving, 66" for children's Spanish language videos	0.4	section	10.30	4
shelving, 66" browse bins for children's DVDs (English or multi-track)	0.5	section	10.30	5
shelving, 66" browse bins for children's Spanish language DVDs	0.4	section	10.30	4
shelving, 66" browse bins for children's music CDs	0.6	section	10.30	6
shelving, 66" w/ hanging rods for children's AV kits	1.7	section	10.30	17
shelving, 66" for children's CD-ROM and software	0.6	section	10.30	6
shelving, 66" for children's language learning	0.7	section	10.30	7
total				88

4.5   Children's Picture Books and Parenting Collection   470 sq. ft.

Functional Space Summary: This space will be devoted to serving the library's youngest clientele—babies, toddlers, preschoolers and younger elementary school age children as well as their families. The Orange Cove service area has a much higher percentage of children than is typical in Fresno County or California overall, and this is likely to be a popular section of the library.

Located in a highly visible space within the Children's Area, this area needs to be child-friendly, safe and secure and acoustically separated from areas for adults. It needs to be laid out so that it "contains" its young visitors, discouraging young children from wandering away unattended. There must be a clear line of sight into this space from either the Circulation Service Desk or the Information Service Desk.

Books here will be shelved on appropriately low shelving, with canopy tops for displays and placement of learning toys/tools.

This space needs a comfortable ambience in which families can enjoy finding and reading books together, which will help promote reading readiness in the community. Seating includes toddler sized table seating and a 2-person lounge chair so that parents or siblings can sit and read with young children.

There is a small, open play area for hands-on learning toys such as puzzles and alphabet blocks, etc. which will help children to build a foundation for learning.

Children from this area will move to the Multipurpose Community Room for story times, and should be able to reach that space without needing to move through the rest of the library.

Spatial Relationships and Visual Control: The Children's Picture Book Collections will provide one of the most popular services in the library, and the parenting collections will have high visibility here. This collection will be central to children's services, and there should be sight lines between it and other juvenile collection and service areas—especially the Children's Circulating Books where emerging readers will find easy reader books.

Parents will generally be with young children in these collections, but library staff at the Information Service Desk and/or the Circulation Service Desk will need to have a line of sight into this area to monitor activity and assist users as needed.

For the sake of convenience and so as not to disturb other library users, the picture book area should have a proximate relationship to the Public Restrooms so that parents and children can easily visit the facilities.

Adjacencies: Children's Area

Sight Lines To: 1.4   Multi-Purpose Community Room/Homework Center
                        2.1 or 2.5   Circulation or Information Service Desk
                        4.3   Children's Circulating Books

Proximate: Public Restrooms

Occupancy: Public, 4-12 seated, browsing, reading

Access: Collections here will be shelved on 42" high shelf units so that young children can reach them. Aisles will be 42" wide to accommodate access by young library visitors of all abilities.

The 4-place table here will be toddler sized so that very young children can get in and out of the seats.

Acoustics: This area of the library will generate significant noise, because enthusiastic and energetic young children will play, read, and browse books with parents and siblings. The area should be designed so that young children can be appropriately noisy without infringing on the needs other library users. Designers should use sound absorbing materials, and other architectural strategies to buffer this area from the adjacent spaces to prevent noise from intruding unduly into other areas. Sound insulation should be employed to reduce transmission of conversation and other noise from this space to the library proper.

Collections: In the Orange Cove Neighborhood Library, the children's picture book and parenting collections will include:

- Picture books, in English, shelved in 42" high units with 12", slotted shelves;
- Picture books, in Spanish, shelved in 42" high units with 12", slotted shelves; and
- Parenting collection, shelved in 66" high units with 8" or 10" shelves.

All collection aisles in the children's picture books and the parenting collection will be 42" wide to accommodate access by library visitors of all abilities. To facilitate visual control, the layout of the shelf units should allow library patrons and staff to glance into the stack aisles easily. This will also visually draw users into the aisles between the stacks, rather than presenting a formidable wall of shelves.

Slat-wall stack ends will be used in the parenting collections for display and highlighting of the collections and to maximize marketing.

Shelving will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

All 66" shelf units must include canopy tops so that the stacks in these lower shelves will look finished and tidy.

All 42" shelves will need to have durable canopy tops to give a finished look to the area and to provide additional display space—wood core/laminate canopy tops are much preferred over metal canopy tops on these lowest shelf units for appearance and sturdiness.

Fenestration and Daylighting: Filtered natural lighting is highly desirable here, but direct sunlight on the collections or seating should be avoided. All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare.

Finishes: Wall finishes here must be especially durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available.   Carpet, for comfort and sound control, is the preferred floor finish, and must be able to stand up to frequent cleaning.

Finishes on the 4-place table and the chairs should be durable and washable. The tabletop should be replaceable or able to be refinished. Avoid using upholstery on the chairs at the toddler's table. Upholstery at the 2-place lounge seat must be highly durable, easily cleaned and able to stand up to repeated cleaning.   Furnishing styles and colors should be in keeping with the children's area and the interior design package for the library.

Shelves will need to have durable canopy tops to give a finished look to the area and to provide additional display space—wood core/laminate canopy tops are much preferred over metal canopy tops here for appearance and sturdiness.

Shelving with an epoxy powder finish is preferred over enamel coatings.

Flexibility and Expandability: Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting freestanding book stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: For collection stacks, provide 6 foot-candles minimum at a height of 12", and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the stack face.

At the reader table located here, provide 30-40 foot-candles.

Plumbing: None

Seating: Seating will be at a 4-place table that is toddler sized and at one 2-place lounge seat where children and parents/siblings will read together.   Additional seating will be available in cushioned floor seating for very young children—this should be purchased from a vendor that specializes in this seating so that it is durable, impervious to most use and highly washable.

Security: This area should "contain" its young visitors so that toddlers do not wander off, out of sight of parents/caregivers. The picture book area should provide excellent, casual visual control by parents, staff and general library users throughout the picture book area, including between stacks.

Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

Signage: As part of a uniform, bi-lingual, flexible, easily updated signage system, include end panel signs or shelf lip signs on all stacks to identify range contents. To identify the picture book area, it will be a library and planning staff decision whether to use signage or design/décor elements, or both to define the usage.   Fixed, (not overhead) signage in the children's area should be at a child appropriate height.

Technology/Power/Audiovisual: Provide safety capped, grounded duplex electrical outlets to meet the general power needs in this space.   Outlets can be wall-mounted 15" above the finished floor.

Components and Furnishings:

Children's Picture Books and Parenting Collection	Quantity	Item	SF/Item	Total SF
chairs, reader, toddler-sized, public @ 4-pl tables, round	8.0	chair	22.00	176
table, 4-place, round, toddler-sized, public (sq. ft. included w/chairs)	2.0	table	n.a.	n.a.
chairs, lounge, public, 2-place	1.0	chair	45.00	45
open play space for toddlers, w/ learning tools and toys	1.0	space	60.00	60
toys and learning tools	TBD	toys	n.a.	n.a.
floor seating, cushioned, washable for toddlers	1.0	seating	40.00	40
shelving, 42"w/12" shelf, w/ dividers for English language picture books	7.7	section	11.25	86
shelving, 42"w/12" shelf, w/ dividers for Spanish language picture books	4.0	section	11.25	45
shelving, 66", w/slatwall end panels for parenting collection books	1.8	section	10.30	18
clock, wall	1.0	clock	n.a.	n.a.
total				470

5.1   Staff Office   **110 sq. ft**.

Functional Space Summary: The Orange Cove Neighborhood Library is expected to have a limited, cross-trained staff. It is unlikely that any single staff person will be able to spend a significant amount of time in an office. However, there will be times when staff members are working on projects that require extra privacy and concentration, and they will need to have private conversations between themselves or as part of their public relations duties. This office space will be shared for those purposes, and will also provide office space if the library staff grows at a future date. The office should be located adjacent to the staff work area as well as being accessible from the library's public space. The office needs a desk, an ergonomic chair, a lateral file, a guest chair and one section of full height (84") shelving. The surface of the desk should be height adjustable, and it needs to accommodate a computer, dedicated printer and telephone handset.

Spatial Relationships and Visual Control: The Staff Office location is secondary to public service spaces. However, staff using the office will need to have access to the Library Staff Work Area for collaboration; and library users who wish to speak with staff privately will need to be able to locate the office on a main path of travel through the library.

Because staff at the Circulation Service Desk are most likely to direct the public to the office when needed, there should be a proximate relationship between the location of the office and the Circulation Service Desk.

For the purposes of visual control, safety and comfort, the Staff Office should have glazing in the wall and/or door fronting the public area of the library.

Adjacencies: None

Sight Lines To: Main Path of Travel
                          5.2   Library Staff Work Area

Proximate: 2.1   Circulation Service Desk

Occupancy: Staff/Public, 1 – 2 seated

Access: Access to the Staff Office should be from a main path of travel through the library, which is at least 44" wide. The doorway into the office must be at least 36" wide to accommodate passage of a wheelchair. This will be a locked space when not in use, with access limited to staff. Office furnishings should be height adjustable so that staff members with disabilities can use the office efficiently and comfortably.

Acoustics: Sound insulation should be employed to reduce transmission of conversation and other noise from this space to the library proper.

Collections: Professional collections will be shelved on a section of full-height (approx. 84") shelving here. Either steel or wood shelving is acceptable.

Fenestration and Daylighting: Natural lighting is desirable here, but not at the cost of design for public spaces. Interior glazing should visually connect this space to adjacent library spaces. Exterior windows in staff areas can be operable and should be provided with easily operable interior shades or blinds to control the penetration of direct sunlight and glare. Take great care with orientation to avoid computer screen glare. If windows are operable they must be coordinated with the building security alarm system.

Finishes: Wall and floor finishes should be durable, washable and renewable without undue expense. The floor should be carpeted for comfort and sound control.

Flexibility and Expandability: Avoid permanent, built-in millwork here, and use partition, not load-bearing walls.

HVAC: Separate temperature control is required. Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Provide 20-40 foot-candles average, measured horizontally at the work surface and carefully planned to avoid computer screen glare. Provide a task light on the desk. As an energy-saving feature, consider motion-activated light sensors in this space.

Plumbing: None

Seating: One staff adjustable task chair at workstation and one public guest chair.

Security: Access to this space is limited to staff. The door should be lockable, and the hardware must allow for staff inside the room to exit without a key, so that they cannot be inadvertently locked in the room. Include glazing in the wall and/or door so that there is a visual connection to the public area of the library.

Signage: As part of a uniform, bi-lingual, flexible, easily updated signage system, signage on the exterior of the room must indicate the number/name/function of the Staff Office. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

Technology/Power/Audiovisual: Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at the primary workstation location, mounted on the wall 6" above the desk or 15" above the finished floor.

Provide standard, grounded duplex electrical wall outlets to meet general power needs in this space. Outlets should be wall-mounted at 15" above the finished floor.

Wire management must be included in all furnishings here to manage cables and cords safely and attractively.

Components and Furnishings:

Staff Office	Quantity	Item	SF/Item	Total SF
desk set, staff	1.0	desk set	60.00	60
chair, task, staff @ desk (sq. ft. included w/desk set)	1.0	chair	n.a.	n.a.
computer, staff @ desk	1.0	computer	n.a.	n.a.
printer, dedicated, staff @ desk	1.0	printer	n.a.	n.a.
chair, guest	1.0	chair	25.00	25
shelving, 84"	1.0	section	10.30	10
file, lateral	1.0	file	15.00	15
board, bulletin	1.0	board	n.a.	n.a.
key closet, locking, wall-mounted	1.0	key closet	n.a.	n.a.
clock, wall	1.0	clock	n.a.	n.a.
receptacle, trash	1.0	receptacle	in GSF	in GSF
total				110

5.2   Library Staff Work Area   **231 sq. ft.**

Functional Space Summary: When not working directly with the public at the Service Desks, in public areas or offsite, the library staff will use this space to accomplish a variety of back-of-house tasks.

The space should be open, but also allow individual staff members to concentrate on demanding tasks, so excellent acoustics will be needed. Lighting must be sufficient to accomplish deskwork and must also avoid screen glare on computers.

The Library has a small staff, so this work area will need to be convenient to the Service Desks so that staff can conveniently move to the public area as needed, but the work area should be screened from direct view.

One individual, modular workstation will be available in the work area—to be shared as needed by members of the library staff and/or volunteers. The workstation will need a computer and a phone handset. Furnishings, including the task chair and the work surface, should be selected to meet ergonomic standards and should be easily adjustable for individual needs.

A shared work counter will be used for a variety of tasks such as mending and other duties. Storage above and below this work surface should be lockable.

An additional counter will be needed for mail sorting and delivery and shared borrowing packing and unpacking to/from tote boxes. Pick-up and delivery of shared borrowing materials will take place in the staff work area, with delivery personnel accessing stacks of delivery bins. This function of the work area should be closely associated with the Staff/Deliveries Entrance so that delivery personnel do not need to pass through the staff work area to do their work. Staff mail sorting should be located adjacent to the pick-up and delivery area in the work area.

Other furnishings and equipment here will include a flat file for storage of posters, poster board, large sheets of paper, and two sections of shelving for programming collections, mending, etc.

When designing the work area space and furnishings, the architects and interior designers should work closely with the library and library staff.

Spatial Relationships and Visual Control: The staff work area is the hub of all back-of-house areas in the library. While no direct adjacencies are required, efficiency requires lines of sight between the Library Staff Work Area and the Staff Office, Supplies/Storage, Staff/Deliveries Entrance and the Staff Lounge.

Staff will only be in the staff work area when there is sufficient staff coverage of public areas, so a direct relationship is not required with the service points. However, a proximate relationship is needed with the Circulation Service Desk so that staff can conveniently move between the desk and the work area if necessary.

5.2   Library Staff Work Area (continued)

Adjacencies: None

Sight Lines To: 5.1   Staff Office
                        5.3   Supplies & Storage
                        5.4   Staff/Deliveries Entrance
                        5.5   Staff Lounge

Proximate: 2.1 Circulation Service Desk

Occupancy: Staff, 1–2 seated and standing

Access: Access to the staff work area should be from a main path of travel through the library, which is at least 44" wide. The doorway into the area must be at least 36" wide to accommodate passage of a wheelchair. This will be a locked space when not in use, with access limited to staff. The modular staff workstation located here must have a height adjustable work surface and task chair so that staff members with either differences or disabilities can use the workstation efficiently and comfortably.

Acoustics: The space should be open, but also allow individual staff members to concentrate on demanding tasks, so excellent acoustics will be needed. Use sound-absorbing materials, ceiling soffits or other architectural strategies to buffer the staff work area from the adjacent spaces to prevent noise from intruding unduly and causing problems with concentration in the staff work area.

Collections: Program collections, mending, and materials being processed will be housed here on 2 sections of 84" steel shelving.

Fenestration and Daylighting: Natural lighting is desirable here, but not at the cost of design for public spaces. Exterior windows in staff areas can be operable and should be provided with easily operable interior shades or blinds to control the penetration of direct sunlight and glare. Take great care with orientation to avoid computer screen glare. If windows are operable they must be coordinated with the building security alarm system.

Finishes: Walls in the staff work area should have finishes that are durable, washable and easy to renew. Corners and walls here should be equipped with bumpers, because book trucks will be moved in/out of this space. Carpet is the preferred flooring for comfort and sound control. The workstation must be planned and designed to meet ergonomic standards so as to support staff health and well-being.

All work surfaces, at the workstation and at counters, must be scratch resistant. Choice of finishes for cabinetry, workstation, etc. should be in keeping with the interior design package for the library. Metal equipment such as files, should have an epoxy finish for durability.

Flexibility and Expandability: The staff workstation should be modular so that it can be moved and/or reconfigured as necessary, and it must be adjustable to meet the needs of staff with differences or disabilities. Technology and power should be sufficient to allow the workstation to be placed elsewhere in the room.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Provide 20-40 foot-candles average, measured horizontally at the work surface and carefully planned to avoid computer screen glare. Provide a task light at the workstation.

Plumbing: None

Seating: One staff adjustable task chair at workstation.

Security: Access to this space is limited to staff. The door should be lockable, and the hardware must allow for staff inside the room to exit without a key, so that they cannot be inadvertently locked in the room.

Signage: As part of a uniform, bi-lingual, flexible, easily updated signage system, signage on the exterior of the room must indicate the number/name/function of the Library Staff Work Area. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

A "staff only" designation sign should also be included here if the room is accessible from a public area.

Technology/Power/Audiovisual: Provide two standard, duplex communications outlets (one voice and one data) co-located with associated power along the two work counters in this area to accommodate the fax machine and other small equipment. Provide a generous number of standard, grounded duplex electrical outlets to meet the general power needs in this space.   Outlets can be mounted on the wall 6" above work surfaces or 15" above the finished floor.

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power for the staff printer.

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at the primary workstation location, mounted on the wall 6" above the desk or 15" above the finished floor, and provide an additional outlet of this type on another wall that could accommodate the workstation if it is relocated in the future.

Provide a telephone service outlet to accommodate one handset at the staff workstation.

Wire management must be included in all furnishings here to manage cables and cords safely and attractively.

Components and Furnishings:

Library Staff Work Area	Quantity	Item	SF/Item	Total SF
workstation, modular, staff, 6' x 8' & 25% circ space for library assistant, w/phone handset	1.0	workstation	60.00	60
chair, task, staff @ workstation (sq. ft. included w/ workstation)	1.0	chair	n.a.	n.a.
computer, staff @ workstation (sq. ft. included w/workstation)	1.0	computer	n.a.	n.a.
barcode reader	1.0	reader	n.a.	n.a.
telephone handset	1.0	phone	n.a.	n.a.
file, flat for storage of posters, poster board, etc.	1.0	file	36.00	36
shelving, 84", for new items, programming collection, mending, etc.	2.0	section	10.30	21
file cabinet, lateral	1.0	file	15.00	15
board, bulletin	1.0	board	n.a.	n.a.
board, white	1.0	board	n.a.	n.a.
printer, networked, staff on supply cabinet	1.0	printer	12.00	12
cabinet, supply for printer (sq. ft. included w/printer)	1.0	cabinet	n.a.	n.a.
mail/delivery sorting counter, 4'L x 2.5'D, & pigeon holes above + circulation	1.0	counter	25.00	25
sorter, pigeon hole mail unit, wall-mounted (sq. ft. included w/mail counter)	1.0	sorter	n.a.	n.a.
delivery tote box stacking space for shared borrowing materials (12 box capacity)	3.0	stacks	4.00	12
tote boxes for shared borrowing materials (sq. ft. included w/stacking space)	12.0	boxes	n.a.	n.a.
counter, 8'Lx2.5'D for small equipment to include a fax machine, w/ wet sink, storage above and below	1.0	counter	50.00	50
cabinet, storage, above counter (sq. ft. included w/ counter)	1.0	cabinet	n.a.	n.a.
cabinet, storage, below counter (sq. ft. included w/ counter)	1.0	cabinet	n.a.	n.a.
fax machine (sq. ft. included w/counter)	1.0	fax	n.a.	n.a.
clock, wall	1.0	clock	n.a.	n.a.
receptacle, trash	2.0	receptacle	in GSF	in GSF
total				231

5.3   Supplies and Storage   136 sq. ft.

Functional Space Summary: This storage area will be the primary storage space for office supplies, paper stock, forms, handouts and brochures, computer and copy machine supplies and other items needed to maintain operations. The supplies will be stored on standard or industrial full height shelving, in a file cabinet, or stacked in boxes on the floor.

There will also be storage space adjacent to the Multi-Purpose Community Room/Homework Center and in its kitchen area for meeting supplies, as well as separate custodial and building maintenance supply areas.

Spatial Relationships and Visual Control: While no direct adjacencies are required, the storage area must be convenient to staff in the Library Staff Work Area so a sight line will be required between the two spaces.

To facilitate delivery of supplies, there should be a proximate spatial relationship between the storage area and the Staff/Deliveries Entrance.

Adjacencies: None

Sight Lines To: 5.2   Library Staff Work Area

Proximate: 5.4   Staff/Deliveries Entrance

Occupancy: Staff, 0-1

Access: Access to the storage space should be off of a corridor/room with at least 44" of available width to maneuver dollies/boxes, and wheelchairs. into and out of the storage area. The door to this room should be locking and should be extra wide to facilitate moving materials in/out. Access will be limited to library staff.

Acoustics: Sound transmission is not of significant concern in this non-occupied space.

Collections: None, though materials will be stored on shelving here.

Fenestration and Daylighting: Natural light is not required here and windows are not needed/wanted in this space.

Finishes: Wall and floor finishes should be durable, washable and renewable without undue expense. The floor should be a hard surface to facilitate the movement of materials and equipment.

Flexibility and Expandability: This is a storage room, but to insure future flexibility, it should include HVAC system ducts, a communications outlet and a standard number of electrical outlets.

HVAC: This is a storage room, but to insure future flexibility, it should include HVAC system ducts.

Lighting, Artificial: Provide 15-25 foot-candles for this space, switched next to the entry door.   As an energy-saving feature, consider motion-activated light sensors in this space.

Plumbing: None

Seating: None

Security: Access to this space is limited to staff. The door should be lockable, and the hardware must allow for staff inside the room to exit without a key, so that they cannot be inadvertently locked in the room.

Signage: As part of a uniform, bi-lingual, flexible, easily updated signage system, signage on the exterior of the room must indicate the number/name/function of the Supplies & Storage room. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

The interior of the room should include any/all required fire and safety signs.

Technology/Power/Audiovisual: Provide standard, grounded duplex electrical wall outlets to meet general power needs in this space.

Provide one standard duplex communications outlet (one voice & one data) co-located with associated power to allow for conversion of the space to other uses in the future, if necessary/desired.

Outlets should be wall-mounted at 15" above the finished floor.

Components and Furnishings:

Supplies & Storage	Quantity	Item	SF/Item	Total SF
shelving, 84"	3.0	section	10.30	31
shelving, industrial, 80"	2.0	section	15.00	30
file cabinet, lateral	1.0	file	15.00	15
clear floor space for box, etc. storage	1.0	space	60.00	60
total				136

5.4   Staff/Deliveries Entrance   **in GSF**

Functional Space Summary: This entrance will serve staff, custodial and delivery personnel. It needs to be adjacent to the Staff Work Area and to short term loading zone parking outside.

This space will act as a passageway to the Staff Work Area and the rest of the library, so it needs enough space for easy maneuverability.

The space needs wide doors, both at the exterior of the building and between this space and the Staff Work Area. A secure, exterior coded access pad is needed here for delivery notification, and there should be an overhang at the exterior entrance to protect the area during inclement weather.

Spatial Relationships and Visual Control: Staff and delivery personnel working directly with staff will use this entrance regularly, so there should be a sight line between this entrance and the Staff Work Area.

To facilitate loading and unloading of deliveries, there must be a proximate spatial relationship between this entrance and short term loading zone parking outside.

To ensure visual control, the exterior door to this entrance must have either a secure "peep hole" or safety glass glazing.

Adjacencies: None

Sight Lines To: 5.2   Staff Work Area

Proximate: Short term loading zone parking

Occupancy: Staff/Delivery Personnel, 0–2

Access: Exterior access to the Staff/Deliveries Entrance must include ramping to facilitate deliveries and to allow people with disabilities to easily access the doorway. Interior access should be via a generous corridor/room with at least 44" of available width to maneuver dollies/boxes, and wheelchairs, into and out of the building.   The door here must be fire-rated and have an automatic lock mechanism, and should be extra wide to facilitate moving materials in/out. Access will be limited to library staff and/or delivery personnel.

Acoustics: Sound transmission is not of significant concern in this non-occupied space.

Collections: None

Fenestration and Daylighting: Natural light is not required here and windows are not needed/wanted in this space.

Finishes: Wall and floor finishes should be durable, washable and renewable without undue expense. Wall and corner bumpers should be installed to protect against materials and equipment bumps. The floor should be a hard surface to facilitate the movement of materials and equipment.

Flexibility and Expandability: The small size and the location of this space makes it unlikely that it will be changed/expanded. .

HVAC: During deliveries and staff arrivals, temperatures will fluctuate in this area. To promote energy efficiency, the HVAC system should be zoned to allow for appropriate variation of temperature and humidity here.

Lighting, Artificial: Provide 15-25 foot-candles for the interior of this space, switched next to the entry door.   At the exterior of the door include a tamper-proof, vandal resistant safety light that is controlled by photocells. Wiring for this light must be concealed and protected.

Plumbing: None

Seating: None

Security: Library access via this entrance is limited to staff or delivery personnel admitted by staff. The door must be fire-rated and have an automatic lock mechanism. To ensure visual control, the exterior door to this entrance must have either a secure "peep hole" or safety glass glazing.   Include a secure, coded, exterior access pad here so that delivery personnel with clearance will be able to unlock this delivery door whether or not a staff person is immediately available.

The building security system control panel should be located here.

Signage: At both the interior and exterior of this door signage will be required to meet all life/safety codes for the building. All wall mounted signage should include Grade 2 Braille.

Technology/Power/Audiovisual: Provide standard, grounded duplex electrical wall outlets to meet general power needs in this space.   Outlets should be wall-mounted at 15" above the finished floor.

Install a hard-wired, coded access pad here so that delivery personnel with clearance will be able to unlock the delivery door.

The building security system control panel should be located here.

5.4   Staff/Deliveries Entrance (continued)

Components and Furnishings:

Staff/Deliveries Entrance	Quantity	Item	SF/Item	Total SF
secure coded access pad for delivery personnel w/ clearance	1.0	security pad	n.a.	n.a.
building security system control panel	1.0	control panel	n.a.	n.a.
total				in GSF

5.5   Staff Lounge   **213 sq. ft**.

Functional Space Summary: This area is for library staff to use for meals and breaks. The space needs table seating, plus a sofa for soft seating or so that a staff member who is not feeling well can lie down. The room should have a quiet ambience and sufficient space for several individuals to enjoy the room without disturbing each other. It should be reasonably adjacent to the Library Staff Work Area. Staff will use the Public Restrooms. A telephone for staff use will be installed in this space, and there should be an Internet port in case staff wishes to use a personal computing device here.

This room should have natural light from windows and/or clerestories.

Careful attention needs to be paid to the venting and acoustical separation of this space from the rest of the library to prevent conversations and cooking smells from being dispersed through other parts of the Library.

Spatial Relationships and Visual Control: The Staff Lounge location is spatially related to all of the staff back-of-house areas. A sight line or casual adjacency is needed between the Staff Lounge and the Library Staff Work Area.

Staff using this room will need to have a window, or at least a clerestory that connects them to natural light and the outdoor environment.

Adjacencies: None

Sight Lines To: 5.2   Library Staff Work Area

Proximate: Exterior Views

Occupancy: Staff, 0-4

Access: Access to the Staff Lounge should be from a main path of travel that is at least 44" wide. The doorway into the lounge must be at least 36" wide to accommodate passage of a wheelchair. This will be a space that is lockable, and depending on location, may be routinely locked when not in use, with access limited to staff. The lounge table here should be high enough to accommodate users in a wheelchair.

Acoustics: Sound insulation should be employed to reduce transmission of conversation and other noise from this space to the library proper.

Collections: None

Fenestration and Daylighting: Natural lighting is highly desirable here. Exterior windows in staff areas can be operable and should be provided with easily operable interior shades or blinds to control the penetration of direct sunlight and glare. If windows here are operable they must be coordinated with the building security alarm system.

Finishes: Wall and floor finishes should be durable, washable and renewable without undue expense. The floor should be carpeted for comfort and sound control.   The table surface should be scratch resistant and easily washed.

Flexibility and Expandability: It is not expected that this space will be changed or expanded, but provide sufficient technology and power access to allow for change if it does become necessary.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Install high-quality industrial strength exhaust system vents in the Staff Lounge.

Lighting, Artificial: Provide 20-40 foot-candles average. As an energy-saving feature, consider motion-activated light sensors in this space.

Plumbing: Water/sewer service will be required at the wet sink included here at the kitchen counter.

Seating: Four staff seats at the table plus 1-3 staff seats on the sofa.

Security: Access to this space is limited to staff. The door should be lockable, and the hardware must allow for staff inside the room to exit without a key, so that they cannot be inadvertently locked in the room.

Signage: As part of a uniform, bi-lingual, flexible, easily updated signage system, signage on the exterior of the room must indicate the number/name/function of the Staff Lounge. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

A "staff only" designation sign should also be included here if the room is accessible from a public area.

Technology/Power/Audiovisual: Provide one standard duplex communications outlet (one voice and one data) co-located with associated power mounted on the wall 15" above the finished floor to accommodate staff hand-held computing devices.

Include wireless service in this space.

Include power for all kitchen appliances here—a microwave, garbage disposal, dishwasher or refrigerator will require standard power from duplex or quad outlets.

Provide standard, grounded duplex electrical wall outlets to meet general power needs in this space. Outlets should be wall-mounted at 15" above the finished floor.

5.5   Staff Lounge (continued)

Components and Furnishings:

Staff Lounge	Quantity	Item	SF/Item	Total SF
lockers, half-height, staff @ 5 sf ea stack	6.0	lockers	2.50	15
coat closet or coat rack @ 4' long	1.0	closet	12.00	12
display unit, magazine, wall-mounted 37"x30" w/ 12 pockets	1.0	unit	n.a.	n.a.
chairs, side, staff @ 4-pl round table	4.0	chair	22.00	88
table, 4-place, round, staff (sq. ft. included w/ chairs)	1.0	table	n.a.	n.a.
sofa, staff, 6'Lx3'D + circulation space	1.0	sofa	40.00	40
counter, kitchen 8'Lx2.5'D w/ wet sink	1.0	counter	50.00	50
cabinet, storage, above counter, locking (sq. ft. included w/counter)	1.0	cabinet	n.a.	n.a.
cabinet, storage, below counter, locking (sq. ft. included w/counter)	1.0	cabinet	n.a.	n.a.
refrigerator, under counter (sq. ft. included w/ counter)	1.0	refrigerator	n.a.	n.a.
coffee maker, 10 cup	1.0	coffee maker	n.a.	n.a.
oven, microwave	1.0	oven	n.a.	n.a.
garbage disposal	1.0	refrigerator	n.a.	n.a.
sink, wet, kitchen	1.0	sink	n.a.	n.a.
board, bulletin	1.0	board	n.a	n.a.
telephone wall mount	1.0	phone	n.a	n.a.
containers, recycling	2.0	container	4.00	8
clock, wall	1.0	clock	n.a.	n.a.
receptacle, trash	2.0	receptacle	in GSF	in GSF
total				213

6.1 **Telecommunications Room** **in GSF**

Functional Space Summary: As part of the general building services, this space will provide a secure area for computer and telecommunications serving equipment housed in the library. It should be centrally located within the building for efficiency in running wire and cable and sized to meet the needs of the building's telecommunications infrastructure hub both on opening day and 20 years into the future.

Spatial Relationships and Visual Control: The Telecommunications Room can be located wherever design needs provide space to accommodate it. However, by locating the room centrally within the building some efficiencies are realized when running wire/cable.

Adjacencies: None

Sight Lines To: None

Proximate: Central Location

Occupancy: No continuous occupancy, 1-2 staff when occupied

Access: Access to the Telecommunications Room should be from a main path of travel that is at least 44" wide. The doorway into the room must be at least 36" wide to accommodate passage of a wheelchair. This will be a space that is routinely kept locked, with access limited to staff or personnel admitted by staff.

Acoustics: Sound insulation should be employed to reduce transmission of equipment hum noise from this space to the library proper.

Collections: None

Fenestration and Daylighting: Natural light is not wanted in this space.

Finishes: Wall and floor finishes should be durable, washable and renewable without undue expense. The floor should be a hard surface to decrease particulates and static electricity.

Flexibility and Expandability: This space should be sufficiently sized so as not to require expansion over the life of the library building. All conduit and cabling channels should be generously sized to allow for growing demands on the building's telecommunications infrastructure. A duct bank for future fiber optic, cable or CATV will be included. This duct bank will connect to Park Boulevard.

HVAC: Provide a temperature range of 60-70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. The Telecommunications Room needs to be provided with air-conditioning and backup mechanical ventilation units.

Lighting, Artificial: Provide 15-25 foot-candles average with switching at the inside of the entry door

Plumbing: None

Seating: None.

Security: This space will be routinely locked, with access limited to staff or personnel admitted by staff. The door must be lockable, and the hardware must allow for staff inside the room to exit without a key, so that they cannot be inadvertently locked in the room.

Signage: Room identification and purpose must be posted outside the Telecommunications Room. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

Include an "Authorized Personnel Only" sign here.

Technology/Power/Audiovisual: The electrical and data consultant for the project will work with designers and library planners to provide specific guidance for technology and power requirements in this room.

Equipment that will be planned for this space will likely include, but not be limited to the following:
- Telephone system and patch panels
- Intrusion alarm system control panel
- Fire alarm control panel
- Public address system control panel and amplifier
- CATV/satellite distribution system equipment
- Uninterruptible power source (UPS)
- Telephone handset

6.2   Custodial Closet and Supplies   **60 sq. ft.**

Functional Space Summary: The library needs a custodial supply closet that can accommodate up to two weeks of supplies for the building, with a separate, lockable space within it for storage of cleaning chemicals or potentially hazardous materials (at whatever size meets local ordinances). The room should include a mop sink and a floor drain.

Spatial Relationships and Visual Control: The Custodial Closet and Supplies room should be located with a sight line or casual adjacency to the Mechanical Room/ Building Maintenance area so that custodians can conveniently access materials and supplies for minor maintenance needs. If design allows, custodial staff will appreciate having a proximate spatial relationship to the exit door near trash and recycling services.

Adjacencies: None

Sight Lines To: 6.3   Mechanical Room/Building Maintenance

Proximate: Exterior Door to Service Alley if possible

Occupancy: No continuous occupancy, 1 staff when occupied

Access: Access to the Custodial Closet should be from a main path of travel that is at least 44" wide. The doorway into the room must be at least 36" wide to accommodate passage of a wheelchair. This will be a space that is routinely kept locked, with access limited to staff or personnel admitted by staff.

Acoustics: Sound transmission should not be a serious concern here.

Collections: None

Fenestration and Daylighting: Natural light is not wanted in this space.

Finishes: Wall and floor finishes should be durable, washable and renewable without undue expense. The floor should be a hard surface to allow for wet spills/drips.

Flexibility and Expandability: This space is not expected to expand or change function in the future.

HVAC: Provide a temperature range of 60-70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH.   Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Install high-quality industrial strength exhaust system vents in the custodial closet to disperse chemical fumes/odors.

Lighting, Artificial: Provide 15-25 foot-candles average with switching at the inside of the entry door. As an energy-saving feature, consider motion-activated light sensors in this space.

Plumbing: Water/sewer service will be required at the wet mop/deep sink included here, and sewer service will be needed for the floor drain.

Seating: None

Security: This space will be routinely locked, with access limited to staff or personnel admitted by staff. The door must be lockable, and the hardware must allow for staff inside the room to exit without a key, so that they cannot be inadvertently locked in the room.

Include a locking cabinet for chemical storage here at whatever size meets local code requirements.

Signage: Room identification and purpose must be posted outside the Custodial Closet. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

Include a "Staff Only" sign here.

Technology/Power/Audiovisual: Provide standard, grounded duplex electrical wall outlets to meet general power needs in this space. Outlets should be wall-mounted at 15" above the finished floor.

Components and Furnishings:

Custodial Closet & Supplies	Quantity	Item	SF/Item	Total SF
cabinet for chemical storage, locking	1.0	cabinet	7.00	7
shelving, industrial, 80"	1.0	section	15.00	15
mop sink or deep sink	1.0	sink	10.00	10
open storage area	1.0	n.a.	28.00	28
vacuum, industrial (sq. ft. included in open storage)	1.0	vacuum	n.a.	n.a.
total				60

6.3   Mechanical Room/Building Maintenance   in GSF

Functional Space Summary: This space will accommodate the buildings mechanical systems equipment and basic building maintenance supplies/equipment.

Spatial Relationships and Visual Control: Mechanical systems must be located and treated to mitigate acoustical impact on the surrounding environment. The Mechanical Room should be located with a sight line or casual adjacency to the Custodial Closet so that custodians can conveniently access materials and supplies for minor maintenance needs. The mechanical room should have an exterior door to facilitate maintenance.

Adjacencies: None

Sight Lines To: 6.2   Custodial Closet and Supplies

Proximate: Exterior

Occupancy: No continuous occupancy, 1-2 staff when occupied

Access: Access to the Mechanical Room should be from a main path of travel that is at least 44" wide. The doorway into the room must be at least 36" wide to accommodate passage of a wheelchair. This will be a space that is routinely kept locked, with access limited to staff or personnel admitted by staff.

Acoustics: Mechanical systems must be located and treated to mitigate acoustical impact on the surrounding environment.

Collections: None

Fenestration and Daylighting: Natural light is not wanted in this space.

Finishes: Wall and floor finishes should be durable, washable and renewable without undue expense. The floor should be a hard surface.

Flexibility and Expandability: This space is not expected to expand or change function in the future.

HVAC: Provide a temperature range of 55-75 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Provide 15-25 foot-candles average with switching at the inside of the entry door.

Plumbing: Water/sewer service may be required as part of the mechanical systems functionality.

Seating: None

Security: This space will be routinely locked, with access limited to staff or personnel admitted by staff. The door(s) must be lockable, and the hardware must allow for staff inside the room to exit without a key, so that they cannot be inadvertently locked in the room.

Include a locking cabinet for chemical storage here at whatever size meets local code requirements.

Signage: Room identification and purpose must be posted outside the Mechanical Room/Building Maintenance room. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

Include an "Authorized Personnel Only" sign here.

Technology/Power/Audiovisual: The electrical and data consultant for the project will work with designers and mechanical consultants to provide specific guidance for technology and power requirements in this room.

Components and Furnishings:

Mechanical Room/Building Maintenance	Quantity	Item	SF/Item	Total SF
shelving, industrial, 80"	3.0	section	n.a.	n.a.
total				in GSF

VII.   Preliminary Project Budget

Construction & site work	2,954,600
Soft costs	1,295,436
Total:	4,250,036

	Adult Current	Teen Current	Children Current	Total Current	Adult Projected	Teen Projected	Children Projected	Total Projected	
Total Book & AV Media Collection:				14,234				32,200	
AV Media (projected at approx. 15% of collections):				1,308				4,900	
Books (projected at approx. 85% of collections):				12,926				27,300	
Books	6,599	N/A	6,327	12,926	11,500	4,000	11,800	27,300	
A51%/YA0%/J49%(approx. current)									
A42%/YA15%/J43%(approx. projected)									
AV Media	673	N/A	782	1,308	2,480	770	1,650	4,900	
A and YA 56%/J44%(approx. current)									
A and YA 66%/J34%(approx. projected)									
Total	**7,272**	**N/A**	**7,109**	**14,234**	**13,980**	**4,770**	**13,450**	**32,200**	
Books	Adult	Teen	Children	Total	Adult	Teen	Children	Total	Approx. % of Book Collections
General Collections	6,329	N/A	6,057	12,386	N/A	N/A	N/A	N/A	
Reference	N/A	N/A	N/A	N/A	1,500	included in adult	200	1,700	6%
New/Bestsellers/Display	N/A	N/A	N/A	N/A	400	100	100	600	2%
Fiction and genre	N/A	N/A	N/A	N/A	1,600	1,200	1,200	4,000	15%
Graphic Novels	N/A	N/A	N/A	N/A	0	300	0	300	1%
Nonfiction	N/A	N/A	N/A	N/A	2,500	800	2,700	6,000	22%
Holiday	N/A	N/A	N/A	N/A	0	0	included in nonfiction	0	N/A
Literacy	N/A	N/A	N/A	N/A	1,100	0	0	1,100	4%
Oversized/Folios (Q)	N/A	N/A	N/A	N/A	300	0	0	300	1%
Spanish Language Nonfiction	N/A	N/A	N/A	N/A	1,800	100	1,700	3,600	13%
Spanish Language Fiction & genre	N/A	N/A	N/A	N/A	800	100	300	1,200	4%

	Adult Current	Teen Current	Children Current	Total Current	Adult Projected	Teen Projected	Children Projected	Total Projected	
Spanish Language Photonovelas (graphic novels)	N/A	N/A	N/A	N/A	200	200	0	400	1%
Large Print	N/A	N/A	N/A	N/A	200	0	0	200	1%
Picture Books/Board Books	N/A	N/A	N/A	N/A	0	0	2,300	2,300	8%
Spanish Language Picture Books	N/A	N/A	N/A	N/A	0	0	1,200	1,200	4%
Easy Readers	N/A	N/A	N/A	N/A	0	0	1,200	1,200	4%
Mass Market Paperbacks	N/A	N/A	N/A	N/A	800	800	800	2,400	9%
Parenting	N/A	N/A	N/A	N/A	300	300	0	600	2%
Text Books for School Support	N/A	N/A	N/A	N/A	0	100	100	200	1%
Miscellaneous	270	N/A	270	540	N/A	N/A	N/A	N/A	N/A
Total	**6,599**	**N/A**	**6,327**	**12,926**	**11,500**	**4,000**	**11,800**	**27,300**	
Audiovisual Media	Adult	Teen	Children	Total	Adult	Teen	Children	Total	Approx. % of AV Collections
Video	275	N/A	285	560	50	20	50	120	2%
Spanish Language Video	N/A	N/A	N/A	N/A	100	0	100	200	4%
DVD (English or multi-track)	N/A	N/A	N/A	N/A	600	250	400	1,250	26%
Spanish Language DVD	N/A	N/A	N/A	N/A	300	0	300	600	12%
Music CDs	298	N/A	102	400	700	300	300	1,300	27%
Cassette Tapes	100	N/A	248	348	0	0	0	0	N/A
Audio Books & AV kits	N/A	N/A	N/A	N/A	380	100	300	780	16%
AV Kits	N/A	N/A	147	N/A	0	0	0	0	N/A
CD-ROM & Software	0	0	0	0	50	100	100	250	5%
Language Learning	N/A	N/A	N/A	N/A	300	0	100	400	8%
Total	**673**	**N/A**	**782**	**1,308**	**2,480**	**770**	**1,650**	**4,900**	
Total Books & AV Media:	**7,272**	**N/A**	**7,109**	**14,234**	**13,980**	**4,770**	**13,450**	**32,200**	

	Adult Current	Teen Current	Children Current	Total Current		Adult Projected	Teen Projected	Children Projected	Total Projected	
Periodical Subscriptions	Adult	Teen	Children	Parent		Adult	Teen	Children	Parent	
English Magazines						30 titles	12 titles	12 titles	5 titles	
Spanish Magazines						24 titles	6 titles	6 titles	4 titles	
English Newspapers						8 titles	0	0	0	
Spanish Newspapers						8 titles	0	0	0	
Projected Collections equate to 2.30 volumes per capita based on an estimated 2020 service area population of 14,000										
(2.75-3.0 volumes per capita is the established guideline for service populations of this size)										
Overall collection growth is projected at 126%										
Current Collections equate to 1.25 volumes per capita										
Note: This collection plan is based on demographics, community input, current usage patterns, current collections and Fresno County Public Library strategic planning										
N/A = Not Available										

		Items Owned	% on Shelf	Items Shelved	Shelf Type	Items/LF	LF Needed	Sections Needed	Aisle Width	SF Needed	Shelf Code
	All shelves = 3 ft long										
	Each section = single-sided, Reference Books, Children's Picture Books, New/Display calculated @ 11.25sf, Backissue Newspapers and Oversized (Q) Books calculated @ 12.20 sf, all others @ 10.30 sf										
3.3	Adult/Teen Reference Collection	1,500	100%	1,500	78"/5sh+base, dividers, rollout, 12" shelf	6	250	16.7	42"	188	D
	Circulating Books										
	Adult Books										
3.1	New/Bestsellers/Display	400	45%	180	78"/5sh+base	3	60	4.0	48"	45	G
3.5	Fiction & Genre	1,600	65%	1,040	84"/6sh+base	8	130	7.2	42"	74	A
3.5	Nonfiction	2,500	65%	1,625	84"/6sh+base	10	163	9.0	42"	93	A
3.5	Oversized/Folios (Q)	300	70%	210	84"/5sh+base, 15" shelf	6	35	2.3	42"	28	B
3.5	Spanish Language Fiction & Genre	800	65%	520	84"/6sh+base	10	52	2.9	42"	30	A
3.5	Spanish Language Nonfiction	1,800	65%	1,170	84"/6sh+base	10	117	6.5	42"	67	A
3.5	Spanish Language Photonovelas	200	55%	110	84"/5sh+base	16	7	0.5	42"	5	C
3.5	Large Print	200	80%	160	78"/5sh+base	8	20	1.3	42"	14	E
3.5	Literacy Collection	1,100	70%	770	78"/5sh+base, dividers	24	32	2.1	42"	22	F
3.5	Mass Market Paperbacks	800	60%	480	Spinners inset into shelf unit	na	na	1.7	42"	17	H
4.5	Parenting Collection	300	70%	210	66"/4sh+base w/ canopy top	10	21	1.8	42"	18	J
	Total Adult Books	**11,500**		**7,975**			**886**	**56**		**601**	

		Items Owned	% on Shelf	Items Shelved	Shelf Type	Items/LF	LF Needed	Sections Needed	Aisle Width	SF Needed	Shelf Code
	Teen Books										
3.7	New/Display	100	50%	50	66'/4sh+base w/ canopy top	4	13	1.0	48"	12	J
3.7	Mass Market Paperbacks	800	60%	480	Spinners inset into 66" shelf unit w/ canopy top	na	na	1.7	42"	17	H
3.7	Fiction & Genre	1,200	70%	840	66'/4sh+base w/ canopy top	12	70	5.8	42"	60	J
3.7	Nonfiction	800	70%	560	66'/4sh+base w/ canopy top	12	47	3.9	42"	40	J
3.7	Spanish Language Fiction & Genre	100	70%	70	66'/4sh+base w/ canopy top	10	7	0.6	42"	6	J
3.7	Spanish Language Nonfiction	100	70%	70	66'/4sh+base w/ canopy top	10	7	0.6	42"	6	J
3.7	Spanish Language Photonovelas	200	60%	120	66"/3 sh+base, dividers w/ canopy top	16	8	0.8	42"	9	K
3.7	Text books	100	100%	100	66'/4sh+base w/ canopy top	8	13	1.0	42"	11	J
3.7	Graphic Novels	300	40%	120	66"/3sh+base, dividers w/ canopy top	16	8	0.8	42"	9	J
3.7	Parenting Collection	300	70%	210	66'/4sh+base w/ canopy top	10	21	1.8	42"	18	J
	Total Teen Books	**4,000**		**2,620**			**192**	**17.0**		**187**	

	Items Owned	% on Shelf	Items Shelved	Shelf Type	Items/LF	LF Needed	Sections Needed	Aisle Width	SF Needed	Shelf Code
Children's Books:										
4.1 Children's Reference	200	100%	200	66"/4sh+base, dividers, rollout, 12" shelf, w/ canopy top	7	29	2.4	48"	27	M
4.1 New/Display	100	50%	50	66'/4sh+base w/ canopy top	10	5	1.0	48"	11	J
4.3 Fiction & Genre	1,200	70%	840	66'/4sh+base w/ canopy top	12	70	5.8	42"	60	J
4.3 Nonfiction	2,700	60%	1,620	66'/4sh+base w/ canopy top	12	135	11.3	42"	116	J
4.3 Textbooks	100	100%	100	66'/4sh+base w/ canopy top	8	13	1.0	42"	11	J
4.3 Spanish Language Fiction & Genre	300	70%	210	66'/4sh+base w/ canopy top	15	14	1.2	42"	12	J
4.3 Spanish Language Nonfiction	1,700	70%	1,190	66'/4sh+base w/ canopy top	15	79	6.6	42"	68	J
4.5 Picture Books/Board Books	2,300	60%	1,380	42"/2sh+base, dividers, 12" shelf w/canopy top	20	69	7.7	42"	86	S
4.5 Spanish Language Picture Books/Board Books	1,200	60%	720	42"/2sh+base, dividers, 12" shelf w/canopy top	20	36	4.0	42"	45	S
4.3 Easy Readers	1,200	65%	780	66"/4sh+base w/canopy top	16	49	4.1	42"	42	J
4.3 Paperbacks	800	70%	560	Spinners inset into 66" shelf unit w/ canopy top	na	na	1.9	42"	20	H
Total Children's Books	**11,800**		**7,650**			**498**	**47**		**498**	
Total Book Collection:	**27,300**		**18,245**			**1,576**	**120.0**		**1,286**	

		Items Owned	% on Shelf	Items Shelved	Shelf Type	Items/LF	LF Needed	Sections Needed	Aisle Width	SF Needed	Shelf Code
	Audiovisual Media										
	Adult & Teen Media:										
3.2	Video	70	50%	35	66"/4sh+ base w/canopy top	10	4	0.3	42"	3	J
3.2	Spanish Language Video	100	50%	50	66"/4sh+ base w/canopy top	10	5	0.4	42"	4	J
3.2	DVD (English or multi-track)	850	50%	425	66"/AV browse 5 bins w/canopy top	25	17	1.1	42"	12	N
3.2	Spanish Language DVD	300	50%	150	66"/AV browse 5 bins w/canopy top	25	6	0.4	42"	4	N
3.2	Music CDs	1,000	65%	650	66"/AV browse 5 bins w/canopy top	25	26	1.7	42"	18	N
3.2	Audio Books	480	70%	336	66"/4sh+ base w/canopy top	8	42	3.5	42"	36	J
3.2	CD-ROM & Software	150	70%	105	66"/4sh+ base w/canopy top	10	11	0.9	42"	9	J
3.2	Language Learning	300	80%	240	66"/4sh+ base w/canopy top	10	24	2.0	42"	21	J
	Total Adult & Teen Media:	**3,250**		**1,991**			**134**	**10**		**107**	
	Children's Media:										
4.4	Video	50	50%	25	66"/4sh+ base w/canopy top	10	3	0.2	42"	2	J
4.4	Spanish Language Video	100	50%	50	66"/4sh+ base w/canopy top	10	5	0.4	42"	4	J
4.4	DVD (English or multi-track)	400	50%	200	66"/AV browse 5 bins w/canopy top	25	8	0.5	42"	5	N

		Items Owned	% on Shelf	Items Shelved	Shelf Type	Items/LF	LF Needed	Sections Needed	Aisle Width	SF Needed	Shelf Code
4.4	Spanish Language DVD	300	50%	150	66"/AV browse 5 bins w/ canopy top	25	6	0.4	42"	4	N
4.4	Music CDs	300	70%	210	66"/AV browse 5 bins w/canopy top	25	8	0.6	42"	6	N
4.4	Audiobooks & AV Kits (hang-ups)	300	60%	180	66"/ 3 sh, AV hangup w/ canopy top	12	15	1.7	42"	17	O
4.4	CD-ROM & Software	100	70%	70	66"/4sh+ base w/ canopy top	10	7	0.6	42"	6	J
4.4	Language learning	100	80%	80	66"/4sh+ base w/ canopy top	10	8	0.7	42"	7	J
	Total Children's Media:	**1,650**		**965**			**60**	**5.0**		**52**	
	Total Media Collection:	**4,900**		**2,956**			**194**	**15**		**158**	
	Total Books & Media:	**32,200**		**21,201**			**1,770**	**135**		**1,444**	
	Magazines & Newspapers										
3.6	Adult Eng. Lang Magazine Display	30 titles	100%	30	66"/ 4sh slanted, hinged w/ flat shelf below w/ canopy top	1	30	2.5	42"	26	P
3.6	Adult Span. Lang. Magazine Display	24 titles	100%	24	66"/ 4sh slanted, hinged w/ flat shelf below w/ canopy top	1	24	2.0	42"	21	P
3.6	Adult English Lang Newspapers	8 titles	100%	8	66"/4sh plexi inserts w/canopy top	1	8	0.7	42"	7	Q
3.6	Adult Span. Languages Newspapers	8 titles	100%	8	66"/4sh plexi inserts w/ canopy top	1	8	0.7	42"	7	Q
3.6	Adult Newspaper Backfiles	16 titles	100%	16	66"/4sh flat+base, 15" shelf w/canopy top	2 titles per shelf	24	2.0	42"	24	R

	Items Owned	% on Shelf	Items Shelved	Shelf Type	Items/LF	LF Needed	Sections Needed	Aisle Width	SF Needed	Shelf Code
3.7 Teen Eng. Lang. Magazines Display	12 titles	100%	12	66"/ 4sh slanted, hinged w/ flat shelf below w/ canopy top	1	12	1.0	42"	10	P
3.7 Teen Span. Lang. Magazines Display	6 titles	100%	6	66"/ 4sh slanted, hinged w/ flat shelf below w/ canopy top	1	6	0.5	42"	5	P
4.1 Children's Eng. Lang. Magazines Display	12 titles	100%	12	66"/ 4sh slanted, hinged w/ flat shelf below w/ canopy top	1	12	1.0	42"	10	P
4.1 Children's Span. Lang. Magazines Display	6 titles		6	66"/ 4sh slanted, hinged w/ flat shelf below w/ canopy top	1	6	0.5	42"	5	P
4.5 Parenting Magazines, Eng. Lang.	5 titles		5	66"/ 4sh slanted, hinged w/ flat shelf below w/ canopy top	1	5	0.4	42"	4	P
4.5 Parenting Magazines, Span. Lang.	4 titles		4	66"/ 4sh slanted, hinged w/ flat shelf below w/ canopy top	1	4	0.3	42"	3	P
Total Magazine & Newspaper	**115 titles**					**139**	**11.6**		**123**	
Total Linear/Square Ft Needed:						**1,909**	**146.9**		**1,567**	
2.30 vols. Per capita										

Appendix C: Orange Cove Neighborhood Library Programmed Shelving Types

Code	Height	Shelves per unit	Features	Purpose
A	84"	6+ base	Standard	Adult fiction/genre, Adult nonfiction
B	84"	5+base	15" shelf	Adult oversized/folios
C	84"	5+base	Standard w/dividers	Adult literacy collection, Adult photonovelas
D	78"	5+ base	12" shelf depth, w/ dividers, w/roll-out center shelf	Adult reference
E	78"	5+ base	Standard	Adult large print
F	78"	5+ base	Standard w/dividers	Adult literacy
G	78"	5+ base	Display	Adult new & display
H	66" rod to fit 66", 78" or 84" units, higher sections installed w/ shelves above spinner rods	N.A.	Spinner insert, w/ canopy top on all 66" units	Adult, teen & children's mass market paperbacks
J	66"	4+ base	Standard w/ canopy top	Parenting collection, Teen new & display, Teen fiction/genre, Teen nonfiction, Teen textbooks, Children's new & display, Children's fiction, Children's nonfiction, Children's textbooks, Children's easy readers, Adult, teen & children's videos, Adult, teen audiobooks, Adult, teen & children's CD-ROMs & software, Adult, teen & children's language learning
K	66"	3+ base	Standard w/dividers, w/ canopy top	Teen photonovelas, Teen graphic novels

Appendix C: Orange Cove Neighborhood Library Programmed Shelving Types

Code	Height	Shelves per unit	Features	Purpose
M	66"	4+ base	12" shelf depth, w/ dividers, w/roll-out center shelf, w/ canopy top	Children's reference
N	66"	5 + base	AV browse, w/canopy top	Adult, teen & children's DVDs, CDs,
O	66"	3+ base	AV hang-up w/ hanging rod, w/ canopy top	Children's AV kits, Children's language learning
P	66"	4+base	Slanted, hinged, w/flat shelf below, w/canopy top	Magazines
Q	66"	4+ base	Periodical w/plexi inserts, w/canopy top	Current newspapers
R	66"	4+ base	Flat standard 15" shelf depth, w/canopy top	Newspaper backfiles
S	42"	2 +base	Standard w/dividers w/ canopy top	Children's picture books

Appendix D: Orange Cove Neighborhood Library Reader Seating

Space		Seating Type	# Tables	# Seats	SF per Chair	SF Needed
Reader Seating:						
For Adults						
3.3	Adult & Teen Reference	4-place tables, rectangular	1	4	25	100
3.5	Adult Circulating Books	4-place tables, rectangular	1	4	25	100
3.5	Adult Circulating Books	4-place tables, rectangular ADA compliant	1	4	25	100
3.6	Quiet Reading/Study Area	1-place carrels	4	4	32	128
3.6	Community Living Room / Magazines & Newspapers	lounge chairs	0	4	35	140
3.6	Community Living Room / Magazines & Newspapers	4-place tables, rectangular	1	4	25	100
Adult Seating subtotal:				**24**		**668**
For Teens						
3.7	Teen Area	4-place tables, round	1	4	22	88
3.7	Teen Area	lounge seats w/ tablet arms	0	2	35	70
Teen Seating subtotal:				**6**	**57**	**158**
For Children						
4.3	Children's Circulating Books	4-place tables, rectangular	3	12	25	300
4.5	Picture Books & Parenting Collection	4-place tables, round, toddler size	2	8	22	176
4.5	Picture Books & Parenting Collection	2-place lounge chairs	0	1	45	45
Children Seating subtotal:				**21**		**521**
Reader Seating total:				**51**		**1347**
3.6 seats per every 1000 people						
Note: Additional seats will be available in the Community Room/Homework Center (60 seats) and the Group Study, Conference &Tutoring room (6 seats)						

Appendix E : Orange Cove Neighborhood Library Computers & Other Public Equipment

Space		Equipment Type	Units	SF/Seat	SF Needed
Public General Access Computers					
3.4	Adult Public Access Computers	sit-down computer wkstn w/ 1 seat	6	34	204
3.4	Adult Public Access Computers	stand-up Internet express wkstn	1	18	18
3.4	Adult Public Access Computers	sit-down OPAC/database computer wkstn w/ 1 seat	2	34	68
3.4	Adult Public Access Computers	stand-up OPAC express computer wkstn	1	16	16
3.8	Teen Area	sit-down computer wkstn w/ 1 seat	2	34	68
3.8	Teen Area	sit-down computer wkstn w/ 2 seats	1	44	44
3.8	Teen Area	sit-down OPAC/database computer wkstn w 1 seat	1	34	34
4.2	Children and Family Public Access Computers	sit-down computer wkstn, w/2 seats	3	44	132
4.2	Children and Family Public Access Computers	sit-down OPAC/database computer wkstn w/ 2 seats	1	44	44
	Total Open Public Access Computers		**18**		
Other Public Equipment:					
1.5	Technology Learning Lab	sit-down computer wkstn w/ 1 seat	10	34	340
1.4.1	A-V cart	cart	1	10	10
1.4.1	Laptop computers on cart	cart w/ 12 laptop computers	1	14	14
2.1	Express Checkout	express checkout station, on circ. counter	1	44	44
2.2	Express Checkout	express checkout station, freestanding	1	44	44
2.4	Copy Center	photocopier, B&W w/ coin op	1	40	40
2.4	Copy Center	public telefax machine	1	n.a.	n.a.
Public Printers/Scanners					
3.4	Adult Public Access Computers	networked printers	1	12	12
2.4	Copy Center	networked scanner	1	12	12
	1 open public access computer per every 778 people				

Appendix F: Planning Authorities Used and Sources Cited

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Description	Quantity	Item
3-hole paper punch, public	1.0	punch
audiocassette/CD player/recorder combo unit	2.0	equip.
baby changing station	TBD	station
barcode reader	3.0	reader
bin, acrylic, hanging for slatwall	20.0	bin
bin, recycling	4.0	bin
board, bulletin	5.0	board
board, white	4.0	board
book truck	9.0	truck
cabinet for chemical storage, locking	1.0	cabinet
cabinet, storage, above counter	1.0	cabinet
cabinet, storage, above counter, locking	2.0	cabinet
cabinet, storage, below counter	1.0	cabinet
cabinet, storage, below counter, locking	3.0	cabinet
cabinet, supply for printer	3.0	cabinet
cabinet, supply, locking	2.0	cabinet
carrel, 1-place, public	4.0	carrel
cart, AV	1.0	cart
cart, mobile laptop storage (self-contained power) for 12 laptop computers	1.0	cart
cash register, secure	1.0	machine
chair, guest	1.0	chair
chair, lounge w/ tablet arms, public	2	chair
chair, lounge, public	4.0	chair
chair, lounge, public, 2-place	1.0	chair
chair, reader, public	38.0	chair
chair, reader, toddler-sized, public	8.0	chair
chair, side, staff	4.0	chair
chair, stacking, public	60.0	chair
chair, task, public	35.0	chair
chair, task, staff	4.0	chair
circulation desk/counter	1.0	service desk
clock, wall	16.0	clock
coat closet or coat rack, staff	1.0	rack
coat hook, restroom, public	TBD	hook
coffee maker, 10 cup	1.0	coffee maker
coffee maker, 30 cup	1.0	coffee maker
coin/card operation unit associated with photocopier	1.0	unit
computer, laptop, staff for homework assistant	1.0	computer
computer, staff	6.0	computer
computer, laptop w/ wireless cards	12.0	computer
computers, public	28.0	computer
conveyor for automated materials handling system	1.0	conveyor

Description	Quantity	Item
counter, kitchen, 8'Lx2.5'D	2.0	counter
counter, mail sorting, 4'L x 2.5'D	1.0	counter
counter, work, 8' Lx3'D	1.0	counter
counter, work, 8'Lx2.5'D	1.0	counter
desk set, staff	1.0	desk set
desk, auxiliary, staff	1.0	desk
dispenser, soap, restroom	TBD	unit
display boards, wall-mounted	TBD	board
display case, free standing or wall inset, locking	1.0	display case
display unit, magazine, wall-mounted 37"x30" w/ 12 pockets	1.0	unit
display unit, slatwall w/ hanging bins	1.0	unit
dollies for folding tables, capacity 2 tables per dolly	3.0	dolly
dollies for stacking chairs, capacity 6 chairs per dolly	10.0	dolly
emergency "panic" alarm button	1.0	alarm
express self-checkout machine	2.0	machine
extra sorting/transfer smart bins for automated materials handling system	4.0	bin
fax machine, public	1.0	fax
fax machine, staff	1.0	fax
file cabinet, lateral	5.0	file
file, flat	1.0	file
file, mobile, locking, under work counter	2.0	file
floor mats	TBD	unit
floor seating, cushioned, washable for toddlers	1.0	seating
garbage disposal	2.0	disposal
hand dryer, electronic, restroom	TBD	dryer
information service desk	1.0	service desk
instructor console	1.0	console
key closet, locking, wall-mounted	1.0	key closet
lectern	1.0	lectern
loader/unloader for automated materials handling system	2.0	loader/ unloader
lockers, half-height, staff	6.0	lockers
mirror, scratch resistant, restroom	TBD	mirror
monitor/VCR/DVD combo unit	2.0	equip.
oven, microwave	2.0	oven
panels for display, to hang 2D art	TBD	space
paper-cutter, safety rated, public	1.0	cutter
photocopier, networked, B&W or color	1.0	machine
printer, dedicated, staff	1.0	printer
printer, networked, public	1.0	printer
printer, networked, staff	2.0	printer
printer, receipt, staff	1.0	printer
projection screen, wall/ceiling mounted pull-down	2.0	screen

Description	Quantity	Item
projection system, ceiling mounted	2.0	system
public address system	1.0	system
rack, AV equipment for projection system console components	1.0	rack
receptacle, trash	23.0	receptacle
receptacle, waste, restroom	TBD	unit
refrigerator, under counter model	2.0	refrigerator
return slot, exterior, automated, lockable	1.0	slot
return slot, interior, manual, lockable,	1.0	slot
sanitary disposal unit, restroom	TBD	receptacle
scanner, public, networked on stand	1.0	scanner
sensitizer/desensitizer for materials security system	2.0	unit
shelf, parcel, restroom	TBD	shelf
shelving, 42" w/12" shelf, w/ dividers	11.7	section
shelving, 42", standard	2.0	section
shelving, 66" browse bins	1.5	section
shelving, 66" display	1.0	section
shelving, 66" slanted w/ plexi inset	1.4	section
shelving, 66" slanted, hinged w/ flat shelf below	8.3	section
shelving, 66" spinners inset in shelf unit for paperbacks	3.6	section
shelving, 66" w/ 15" flat shelf	1.6	section
shelving, 66" w/ hanging rods	1.7	section
shelving, 66" w/12" shelf & middle rollout shelf	2.4	section
shelving, 66", browse bins	3.3	section
shelving, 66", standard	25.6	section
shelving, 66", w/ slatwall end panels	34.8	section
shelving, 78" w/12" shelf & middle rollout shelf	16.7	section
shelving, 78", display	4.0	section
shelving, 78", standard	10.5	section
shelving, 84" spinners inset in shelf unit for paperbacks	1.7	section
shelving, 84", standard	8.0	section
shelving, 84", w/ 15" shelf	2.3	section
shelving, 84", w/slatwall end panels	26.1	section
shelving, industrial, 80"	7.0	section
sink, kitchen	1.0	sink
sink, kitchen, extra deep	1.0	sink
sink, lavatory, restroom	TBD	sink
sink, mop	1.0	sink
sofa, staff, 6'Lx3'D	1.0	sofa
sorter, pigeon hole mail unit, wall-mounted	1.0	sorter
sorting/transfer smart bins (capacity 125 items per bin) for automated materials handling system	5.0	bin
stall partition, restroom	TBD	partition
stand, atlas	1.0	stand

Description	Quantity	Item
stand, dictionary	1.0	stand
stand, for scanner	1.0	stand
stapler, public	1.0	stapler
station, audiovisual listening/viewing, public	2.0	station
step stool, in collections	5.0	stool
stool, task, staff	2.0	stool
table, 4-place, public	5.0	table
table, 4-place, public, ADA compliant	2.0	table
table, 4-place, round, public	1.0	table
table, 4-place, round, staff	1.0	table
table, 4-place, round, toddler-sized, public	2.0	table
table, 6-place, public	1.0	table
tables, folding, public	6.0	table
tape dispenser, public	1.0	dispenser
telephone handset	3.0	phone
telephone wall mount	1.0	phone
telephone, cordless	1.0	phone
theft security gates	1.0	pair
toilet, restroom	TBD	toilet
tote boxes for shared borrowing materials	12.0	boxes
toys and learning tools	TBD	toys
vacuum, industrial	1.0	vacuum
water fountain, multiple height	1.0	set
workstation, computer, public ,sit-down	24.0	workstation
workstation, computer, public ,sit-down	2.0	workstation
workstation, computer, public, stand-up	2.0	workstation
workstation, Express Checkout	1.0	workstation
workstation, locking, staff, sit-down, for homework assistant	1.0	workstation
workstation, modular, staff, 6' x 8'	1.0	workstation
workstation, returns, adjustable, staff	1.0	workstation